



Home Office

UK Border Agency

**PBS
PREMIUM**

Tier 2 Request for Premium Postal Service

AN APPLICANT MUST MAKE SURE THAT HE/SHE ATTACHES THIS FORM TO THE FRONT OF THE TIER 2 (GENERAL/ICT) FORM, OTHERWISE IT WILL NOT BE TREATED AS A PREMIUM APPLICATION.

Please send your completed Tier 2 (General/ICT) application form and this Tier 2 Request for Premium Postal Service form to:

Postal address:

UK Border Agency
Tier 2 Premium Postal Application
PO Box 506
Durham
DH99 1WP

Courier address:

UK Border Agency
Tier 2 Premium Postal Application
Millburngate House
Millburngate
Durham
DH97 1PA

This form is to be used for applications made on or after 6 April 2009

TIER 2 PREMIUM POSTAL SERVICE GUIDANCE

Introduction

1. We normally make a decision on applications under Tier 2 within six weeks.
2. We will offer a premium postal service if the applicant is applying under Tier 2 (General) category or Tier 2 (Intra Company Transfer) category and meets the following requirements:
 - the applicant is paying by credit or debit card;
 - the applicant plans to travel overseas within six weeks of submitting his/her application;
 - the applicant is extending his/her stay in the United Kingdom doing the same job and working for the same sponsor; and,
 - the applicant is working for an A-rated sponsor.
3. We will aim to make a decision on the application within one week of the payment clearing. We cannot guarantee that we will make a decision on the application within one week, but we will aim to do so.
4. If the application does not meet the requirements above, we will tell the applicant and we will aim to make the decision within our normal time of six weeks. Our decision on which applications we consider to be premium is final and there is no right of appeal.

Documents we require

5. Applicants should provide full contact details for each document supplied, that will allow all supporting documents to be verified if necessary.
6. Applicants should also provide any information/explanation of the documentation submitted, that may assist us in our consideration.
7. Only the following documents will be accepted as evidence of this requirement:

i) Certified photocopy of travel ticket

This is a ticket for travel by air, sea or through the Channel Tunnel that confirms that the applicant has purchased a seat.

This document must clearly show the:

- applicant's name;
- date of travel;
- destination; and
- name of the travel operator.

OR

ii) Original travel itinerary

This document must have been issued by the sponsor or the travel operator or agent and must clearly show:

- the applicant's name;
- the date of the document;
- the date of travel;
- the destination; and
- the name of the sponsor or the travel operator or agent.

This evidence must be an official document, on the official stationery of the organisation. It must have been issued by an authorised official of that organisation.

Sending the application

8. The applicant must fill in a Tier 2 Request for Premium Postal Service form and attach it to the front of his/her completed Tier 2 (General/ICT) application form to show us that the application is a premium postal application.

9. An applicant must make sure that he/she attaches the Tier 2 Request for Premium Postal Service form to the front of his/her Tier 2 (General/ICT) application form, otherwise we will not treat the application as a premium postal application.

10. A premium postal application does not cost any more than a normal application.

11. Please send your completed Tier 2 (General/ICT) application form and the Tier 2 Request for Premium Postal Service form by post to:

**UK Border Agency
Tier 2 Premium Postal Application
PO Box 506
Durham
DH99 1WP**

or by courier to:

**UK Border Agency
Tier 2 Premium Postal Application
Millburngate House
Millburngate
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DH97 1PA**