

Apr/05

CHAPTER 10 ANNEX B

1. EXAMPLE A

A person who is being granted indefinite leave to remain and whose PRC is full

Dear

You have now been granted indefinite leave to remain in the United Kingdom and, as a result, you are no longer required to register with the police. However, your registration certificate is full so I have been unable to stamp your certificate with confirmation of your status.

You do not need to obtain a new registration certificate. You should, however, keep this letter with your certificate in order to show, if required to do so, that you are exempt from registration

Yours sincerely

2. EXAMPLE B

When a person is proposing to leave the United Kingdom

Dear

Thank you for your letter of..... asking what you should do with your police registration certificate when you leave the United Kingdom.

If you are intending to return within 12 months from your date of departure, you should retain your certificate. If you return to this country within one year of leaving, and, on your return, you are again required to register with the police, you will not have to pay the fee, if you were registered at the time you left. If you do not return within one year, and are required to register on your return, then a new certificate will have to be issued and the appropriate fee will have to be paid.

If you are leaving the United Kingdom for longer than 12 months, please return your certificate to the address above.

Yours sincerely

3. EXAMPLE C

A person who is in a category liable to registration but has no endorsement in his passport

Dear

Thank you for your letter of... about.....

Under Part 10 of the Immigration Rules a relevant foreign national who is admitted to this country as... for will normally be required to register with the police. You are/....is a citizen/national of..... You are/he/she is therefore, a relevant foreign national for the purposes of police registration, and such a requirement should have been imposed in your/his/her case. However, as no such condition was endorsed in your/his/her passport, you are/he/she is not currently liable to register.

I should point out, however, that if in the future, your/his/her current leave is varied, you/he/she may become liable to have a requirement to register with the police imposed. Any such condition must be complied with within 7 days.

Where a person has already registered please include the following:

[If you will forward your Police registration certificate to this Department using the enclosed label, I will endorse your certificate to the effect that you are exempt from registration and I will ask the ...Police to consider refunding the fee paid].

or:

[The Police have been asked to consider refunding the fee paid.]

Yours sincerely

4. EXAMPLE D

Letter to the police informing them that no requirement has been imposed (this letter is only appropriate where the person has already registered or the police have been notified that they should do so).

The letter should be addressed to:

The Overseas Visitors Registration Office or the appropriate Chief Constable.

Dear Sir

Name.....nationality.....date of birth...PRC Number... Address.....

I am writing in connection with the above named who was granted leave to enter/remain in the United Kingdom on.... as..... for Under the Immigration Rules a national granted leave in this capacity would normally be required to register with the police. However, such a requirement was not imposed on, and he/she is therefore not required to register on this occasion.

.....has been informed of the above and that no action is necessary on his/her part.

[However, as he/she registered with you on.... I would be grateful if you would consider making a refund of the fee paid for the certificate, and if you would notify him/her of your decision]

Yours faithfully

5. EXAMPLE E

A person who was wrongly required to register with the police

Dear

Thank you for your letter of..... about

[I can confirm that as.... you are not liable to register with the police and that you were wrongly required to do so].

[If you will forward your passport and/or your Registration Certificate to this Department, using the enclosed label, I will arrange for the mistake to be rectified and/or for your certificate to be endorsed to the effect that you are exempt from registration].

or

[The endorsement has been deleted from your passport and/or your certificate has been endorsed to the effect that you are exempt from registration].

I have written to thePolice to inform them that you ought not to have been instructed to register with them, and have asked them to consider refunding the fee paid.

Yours sincerely

POLICE REGISTRATION - ANNEX B

6. EXAMPLE F

Letter to the police requesting consideration of refunding the fee paid for an erroneous registration

The letter should be addressed to:

The Overseas Visitors Registration Office or the appropriate Chief Constable.

Dear Sir

Name.....nationality.....date of birth.....PRC number.....Address....

I am writing in connection with the above named who was granted leave to enter/remain on..... as..... for.....

Under the Immigration Rules he/she is not required to register with the police, and we are satisfied that the requirement to register was imposed in error.[His/her registration certificate has been endorsed to show he/she is exempt and has been returned to him/her].

In the light of the above, I should be grateful if you would consider refunding the fee paid, and if you could notify of your decision.

I apologise for the error, and for the inconvenience this has caused.

Yours faithfully