



EEA(QP)

Version 03/2016

Application for a registration certificate as a European Economic Area (EEA) or Swiss national who is in the UK as a qualified person

This form is to be used for applications made on or after 18 March 2016

Who this form is for

Use this application form if you're an EEA or Swiss national who is in the UK as a 'qualified person' and you wish to apply for a registration certificate as confirmation of your right of residence.

Any further reference on this form to EEA nationals includes Swiss nationals.

A 'qualified person' is an EEA national who is in the UK as a:

- worker (including those who have retained their status as a worker due to temporary incapacity, involuntary unemployment or vocational training)
- self-employed person (including those who have retained their status as a self-employed person due to temporary incapacity)
- self-sufficient person
- student, or
- jobseeker

This is sometimes known as 'exercising Treaty rights'.

The fee

There is a fee of £65 for making this application. If you do not pay the fee, we will return your application to you without consideration. See the payment guidance notes, enclosed with this application form, for further information.

Partners and family members

You cannot include your family members on this form. If you have a partner, family members or other relatives, and they wish to apply for a registration certificate or residence card, they must apply separately and each pay the specified fee. The relevant forms are:

- EEA(FM) – for your ‘direct’ family members (spouse/civil partner, children or grandchildren aged under 21 or dependent on you, dependent parents and grandparents)
- EEA(EFM) – for your ‘extended’ family members (unmarried or same-sex partner, other dependent relatives, such as siblings, aunts, uncles, cousins, nephews, nieces).

If you have any EEA family members who are qualified persons in their own right, they can complete their own EEA(QP) form if they wish.

Completing the application form

Complete all relevant sections of the form as directed. Use a black pen and write names, addresses and similar details in capital letters. In sections where you are asked to give your personal details and address, leave a space between each name and each part of the address.

You must also send the relevant evidence - see section 11 of this form and the guidance notes on our website:

www.gov.uk/government/publications/apply-for-a-registration-certificate-as-a-qualified-person-form-eea-qp

Only complete the sections of the form that are relevant to you. If a section does not apply to you, leave it blank.

To save paper, postage and storage costs, we recommend that you only print and send us the:

- front page of the form, and
- sections of the form that you have actually completed (including the payment section).

Where to send your completed application

You can apply in person at Croydon Premium Service Centre. To book an appointment, go to: www.gov.uk/ukvi-premium-service-centres/book-an-appointment

Otherwise, you must apply by post. You must send your completed application form, and the relevant fee, to:

Home Office – EEA applications
PO Box 590
Durham
DH99 1AD

Sending it to any other address may delay your application.

If you want to confirm that we have received your application, we recommend that you send it by special or recorded delivery and track it on the Royal Mail website: www.royalmail.com/track-your-item

Payment Guidance

The Fee

There is a fee of £65 for this application.

Please note that your application will be rejected as invalid if you do not pay the specified fee.

How you can pay

You can pay by any of the following methods:

- Cheque/Bankers Draft (postal applications only)
- Postal Order (postal applications only)
- Credit card - Mastercard, Visa (including Electron) or American Express (Amex)
- Debit card - Delta, Maestro* (including Solo)

* Maestro - We can accept only Maestro cards issued in the UK.

Please note that when making large or multiple payments using your credit card, the anti-fraud measures that banks operate sometimes stop the full payment being taken. This can happen for a number of reasons. To prevent this you may inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you submit your application. Please be aware that not all banks offer this service.

Cheques and postal orders

You must make the cheque or postal order payable to 'Home Office' and cross the cheque or postal order A/C Payee only. Please write the full name and date of birth of the applicant on the back of the cheque and/or each postal order and keep the postal order receipt(s). Please make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly. Attach your cheque or postal order(s) to the front of the application form.

Completing the payment details page

To ensure that your payment is processed without any delay, please follow this guidance when completing the Payment Details section.

1-2 The address at 1 should be the contact address in the UK for any correspondence. If it is not your home address (eg a solicitor or other authorised immigration adviser may be submitting the application), give the contact name at 2.

3 This should be the full name of the main applicant as given in his or her passport or travel document.

4 Date of birth - for example, 3 January 1980 should be written 03 01 1980 in the spaces provided.

5 If you do not select a fee then we cannot take a payment and your application will be rejected as invalid.

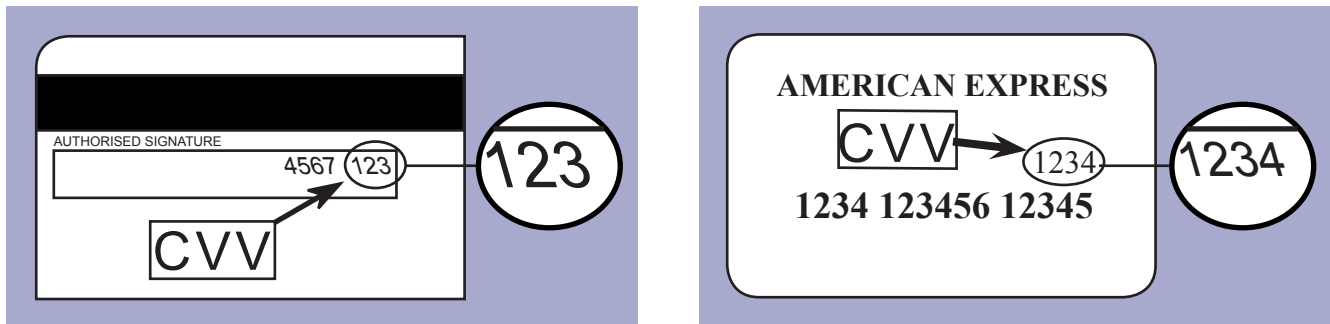
9 The name as displayed on the credit/debit card

10 Card number - this is the long number across the centre of the card

11 The card security number is a three-digit security code known as the card verification value (CVV). It consists of the last three numbers on the signature strip on the back of the card as shown below. For Amex the security code consists of 4 digits and is found on the front of the card.

If you do not provide the CVV number, we cannot take the payment and your application will be rejected as invalid.

12 Cardholder's signature - the person named on the credit/debit card must sign and date these sections.



If you do not provide the CVV number, we cannot take your payment and your application will be rejected as invalid

Consideration process

- If the payment submitted does not cover the full cost of your application, it will be an invalid application and the form, together with any documentation submitted, will be returned to you.
- The fee charged is for the processing and consideration of the application. This fee will be payable once the application form is received by the Home Office or its payment processing agent, regardless of the outcome of the application. If your application contains errors or is missing information it may be rejected as invalid. Your application will not be considered and your fee will be refunded less an administration fee of £25 for each person included in the application.
- We cannot begin the consideration process until the payment has cleared. We allow 5 working days for payments made by cheque to clear, credit/debit cards and postal orders will clear immediately.

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Section 2 - Category of qualified person

Please tick the relevant box below to show the category in which you're a qualified person in the UK.

If you feel you qualify in more than one category, please tick all relevant boxes and complete the relevant sections.

Worker – currently working

Complete section 3 if you're currently doing paid work for an employer.

Previously working – retained status as a worker

Complete section 4 if you were previously doing paid work for an employer and you are:

temporarily unable to work due to an illness or accident

unemployed and doing vocational training, or

involuntarily unemployed and looking for work *

* If you're looking for work, you must also complete the relevant parts of section 8 (jobseeker).

Self-employed (including retained status self-employed)

Complete section 5 if you:

are currently self-employed

have been self-employed but are temporarily incapacitated by an illness or accident

Self-sufficient

Complete section 6 if you're currently living in the UK as a self-sufficient (financially independent) person.

Student

Complete section 7 if you're currently studying in the UK.

Jobseeker (looking for work)

Complete section 8 if you're currently in the UK looking for work and you either:

have retained your status as a worker due to involuntary unemployment

were previously working (but haven't retained your status as a worker), self-employed, self-sufficient or a student, or

entered the UK to look for work and you have not been a qualified person since entering the UK.

Make sure you complete the relevant section(s) fully and provide the evidence specified in section 11 and the guidance notes.

To save paper, postage and storage costs, we recommend that you only print and send us the front page(s) of the form and the sections of the form that you have actually completed.

In all cases, please also complete the document checklist on the final page of this form.

B. Employer's declaration

3.9 Please either ask your employer to complete the declaration below or enclose a letter from the employer as described in section 11.

I can confirm that _____ (name of employee) has been, and is currently, employed by _____ (name of business/company) since

D	D		M	M		Y	Y	Y	Y
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 in accordance with the details stated in subsection A above.

Name: Position held: Signature: Date:	Company stamp or seal (if you don't have one, say 'none')
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Now complete sections 9, 10, 11 and 12.

4.8 Date this employment ended:

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

B. Temporarily unable to work due to an illness or accident

4.9 What is the nature of your illness or accident?

4.10 When did you stop being able to work due to your illness or accident?

D	D		M	M		Y	Y	Y	Y
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4.11 How long do you expect to be unable to work?

Note: if your incapacity to work is permanent, you should consider completing form EEA (PR) instead.

4.12 Are you still receiving any payment from your (former) employer, including statutory sick pay?

Yes No

If yes, please state what the payment is and how long it is expected to last:

Now go to section 9.

C. Unemployed and doing vocational training

4.13 Did you leave your last job voluntarily or involuntarily?

Voluntarily Involuntarily

4.14 Please give the reason(s) your employment ended below:

4.15 Date you began your vocational training:

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

4.16 Title of training course:

4.17 Qualification training leads to (if applicable):

4.18 Expected duration of training:

4.19 If you left your last job voluntarily, is the training related to your previous employment?

Yes

No

Not applicable

Note: if you're voluntarily unemployed and your training is not related to your previous job, you will not qualify in this category.

Now go to section 9.

D. Involuntarily unemployed and looking for work

4.20 Reason your previous employment ended:

4.21 Date you started looking for work:

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

4.22 Are you registered as a jobseeker with the relevant employment office?

Note: by 'relevant employment office' we mean Jobcentre Plus if you're living in England, Scotland or Wales; or the Jobs and Benefits Office or Social Security Office if you're living in Northern Ireland.

Tick 'yes' even if you're receiving national insurance credits only

Yes

No

(If you have answered no, you should apply as a jobseeker instead – see section 8.)

4.23 If yes, date you registered:

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

Now go to section 8.

Your unique taxpayer reference (UTR) number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If no, please state why not:

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5.8 Is your business currently trading?

Yes

No

If no, please say why not and when you stopped trading below. If the reason you are not trading is due to temporary incapacity, make sure you also complete subsection B below.

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Note: you must submit evidence of your self-employment. See section 11 and the guidance notes on our website for detailed information on the evidence you must submit.

B. Temporary incapacity

5.9 What is the nature of your illness or accident (incapacity)?

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5.10 When did you stop being able to be self-employed due to your incapacity?

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5.11 How long is your incapacity expected to last?

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5.12 Are you receiving any sickness or disability-related state benefit, such as employment and support allowance, disability living allowance, or industrial injuries disablement benefit, or any other such benefit?

Yes

No

If yes, make sure you give details in section 9 of this form.

Note:

You must submit evidence of your incapacity – see section 11 and the guidance notes on our website. If your incapacity to work is permanent, you should consider completing form EEA (PR) instead.

Now go to section 9.

Section 6 - Self-sufficient

Complete this section if you're currently living in the UK as a self-sufficient (financially independent) person.

Answer all questions in this section. You must also submit relevant evidence - see section 11 and the guidance notes.

6.1 Please enter the date you started living in the UK as a self-sufficient person:

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

Your finances

6.2 Please indicate below how you meet the requirement to have sufficient financial resources to support yourself (and your family members living in the UK, if applicable) without needing to claim public funds/state benefits.

For each type of resource, indicate the source (who provides it), the amount, and how often you receive it (if applicable). Continue on a separate sheet if necessary.

Type of financial resource	Owner of financial resource		
	Me (the applicant)	Family member living in the UK	Other relative (not in the UK), friend or other person

6.3 If you have any further information you wish to add about your financial circumstances, please provide it in the box below. Continue on a separate sheet if necessary. If you have no further information to add, leave this box blank.

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Comprehensive sickness insurance cover

6.4 Please indicate below how you meet the requirement to have comprehensive sickness insurance for you (and your family members in the UK, if applicable). Tick all that apply:

Private medical insurance plan that covers me (and my family) for the majority of risks while in the UK

European Health Insurance Card (EHIC) (see Note), issued by an EEA Member State (not the UK)

Form S1

Form S2

Form S3

Note:

You can only rely on an EHIC if you have not come to live permanently in the UK. As well as submitting your EHIC, you must also submit a 'statement of intent' confirming that you do not intend to live permanently in the UK.

Now go to section 9.

A) I am providing evidence of my financial resources (see section 11 and the guidance notes for list of documents)

Complete the table below with details of your financial resources. For each type of resource, indicate the source (who provides it), how much you receive, and how often you receive it (if applicable). Tick all that apply. Continue on a separate sheet if necessary.

Type of financial resource	Owner of financial resource		
	Me (the applicant)	Family member living in the UK	Other relative (not in the UK), friend or other person

B) I am providing a declaration, witnessed by a commissioner for oaths or public notary, assuring the Secretary of State that I have sufficient financial resources.

Comprehensive sickness insurance cover

7.10 Please indicate below how you meet the requirement to have comprehensive sickness insurance for you (and your family members in the UK, if applicable). Tick all that apply:

- Private medical insurance plan that covers me (and my family) for the majority of risks while in the UK
- European Health Insurance Card (EHIC) (see Note) issued by an EEA Member State (not the UK)
- Form S1
- Form S2
- Form S3

Note: You can only rely on an EHIC if you have not come to live permanently in the UK. As well as submitting your EHIC, you must also submit a 'statement of intent' confirming that you do not intend to live permanently in the UK.

Now go to section 9.

Section 8 - Jobseeker (looking for work)

Complete this section if you're currently in the UK looking for work.

8.1 What was your status in the UK before you started looking for work? Please tick:

I've retained my status as a worker (see section 4D) due to involuntary unemployment. Complete subsections C and D below.

I was previously a worker*, self-employed, self-sufficient, or a student. Complete subsections B, C and D below.

* If you were previously a worker, only tick this box if you have not retained your status as a worker (for example, because you left your last job voluntarily or you are not registered with a relevant employment office as a jobseeker).

I entered the UK to look for work and have not previously been a qualified person. Complete subsections A, C and D below.

A. Entered the UK to look for work, not previously a qualified person

8.2 Date you entered the UK:

8.3 Date you started looking for work:

Now go to subsection C.

B. Previously a worker, self employed, self-sufficient, or a student

8.4 Please tick the relevant box below to indicate your status in the UK immediately before you started looking for work:

Working Self-employed Self-sufficient Studying

Note:

You must provide evidence of your previous activity. See section 11 and the guidance notes for details.

8.5 Date you stopped the above activity:

8.6 Date you started looking for work:

Now go to subsection C.

C. Previous residence as a jobseeker or retained-status worker

8.7 Please list all periods since 1 January 2014 during which you have been in the UK looking for work (and you were not otherwise a qualified person).

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8.8 Have you had any absences from the UK since 1 January 2014?

Yes

No

If yes, please give details below:

Date you left the UK	Date you returned to the UK	Total number of days*

* List only whole days' absences. Do not include the date you left or returned to the UK – e.g. if you left the UK on 1 January 2014 and returned on 31 January 2014, enter 29 days.

Now go to subsection D.

D. Your efforts to find work

8.9 Briefly describe what efforts you have made to find work in the UK.

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8.10 Briefly list any relevant qualifications or previous work or other experience that will help you find work in the UK

Note:

You must submit evidence that you are looking for work and have a genuine chance of finding it. See section 11 and the guidance notes for further details.

Now go to section 9.

For official use only:

Relevant period completed: Yes No

Compelling evidence required: Yes No

Section 9 - Public funds (state benefits)

This section asks for information about any public funds or state benefits (also known as ‘social assistance’) you are claiming, or have claimed, since you have lived in the UK.

9.1 Are you claiming, or have you claimed since living in the UK, any of the public funds or state benefits listed in the table below?

Attendance allowance	Disability living allowance	Personal independence payment
Carers allowance	Housing and homelessness assistance	Severe disablement allowance
Child benefit	Housing benefit	Social fund payment
Child tax credit	Income-based jobseeker’s allowance	State pension credit
Council tax benefit	Income related employment & support allowance – ESA (IR)	Universal credit
Council tax reduction	Income support	Working tax credit

Yes

No

9.2 If you have answered yes to question 9.1, please complete the table below to show the amount you receive, or received, each week/month and for how long the benefit has been paid. Continue on a separate sheet if necessary.

Benefit	Amount you receive each week/month - (please specify frequency)	Date you started receiving this benefit	Date you stopped receiving this benefit (if you no longer receive it)

Now go to section 10.

If you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

months

10.2 Do you have any civil judgments against you or any civil penalty under the UK immigration acts?

Yes continue below

No go to question 10.3

Give details for each civil judgment or any civil penalty under the UK immigration acts, starting with the most recent one.

If you have received more than two civil judgments and/or civil penalties under the UK immigration acts, please photocopy this page and enclose it with this form.

Details of judgment or civil penalty 1

Date of judgment or civil penalty

D	D		M	M		Y	Y	Y	Y
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Country where judgment made

Details of judgment or civil penalty 2

Date of judgment or civil penalty

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

Country where judgment made

You must answer the following questions even if you have answered that you have not been convicted of any criminal offence in the UK or any other country.

For help in answering these questions, please see the definitions at the end of this section.

Provide more details on a separate sheet of paper if necessary and submit it with your application.

10.3 Have you ever been charged or indicted in any country with a criminal offence for which you have not yet been tried in court?

Yes Please provide details:

No go to question 10.4

10.4 In either peace or war time, have you ever been involved in, or been suspected of involvement in, war crimes, crimes against humanity or genocide?

Yes Please provide details:

No go to question 10.5

10.5 Have you ever been involved in, supported or encouraged terrorist activities in any country?

Yes Please provide details:

No go to question 10.6

10.6 Have you ever been a member of, or given support to, an organisation which has been associated with terrorism?

Yes Please provide details:

No go to question 10.7

10.7 Have you ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?

Yes Please provide details:

No go to question 10.8

10.8 Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?

Yes Please provide details:

No go to question 10.9

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10.9 How long have you lived in the UK? Years Months

10.10 Please provide details of any periods of absence of more than 6 months during that time

Date you left the UK	Date you returned to the UK	Reason for absence

10.11 Please state what ties you have with:

- the country where you were born
- any other country whose nationality you hold
- any country where you have lived for more than 5 years

You should tell us about any family friends, or other connections with that country:

Country	Social, cultural or family ties

Definitions

The following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at www.legislation.gov.uk/ukpga/2001/17 or purchased from The Stationery Office (telephone 0870 600 5522). It is the your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

War crimes

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

Crimes against humanity

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

Genocide

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

Terrorist activities

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

Organisations concerned with terrorism

An organisation is concerned with terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

Section 11 - Supporting documents

Complete this section to indicate what documents you're submitting with your application. Please also complete the document checklist on the final page of this form.

Please note: you must read the full guidance on our website for detailed information on what documents to submit: www.gov.uk/government/publications/apply-for-a-registration-certificate-as-a-qualified-person-form-eea-qp

If you do not submit sufficient evidence to show that you qualify for a registration certificate, we will refuse your application.

- Photographs (section 1) – two passport-sized photographs of you which conform to the standards at www.gov.uk/photos-for-passports
- Proof of your identity and nationality (section 1) – e.g. valid EEA passport or national identity card
- Proof of employment (section 3, 4 or 8) – e.g. employer's declaration (section 3B) or letter, plus wage slips or bank statements showing receipt of wages
- Proof of self-employment (section 5 or 8B) – e.g. tax self-assessment forms, proof of payment of class 2 or 4 national insurance contributions, invoices for work done, business accounts, business bank statements, etc
- Proof of temporary incapacity (section 4A or 5B) – e.g. letter from doctor, evidence of sickness-related benefits
- Proof of vocational training (section 4B) – letter from training provider
- Proof of self-sufficiency (section 6 or 8B) – e.g. bank statements, building society pass book, evidence of receipt of pension, etc
- Proof of study (section 7 or 8B) – e.g. letter from school/college/university, statement of sufficient financial resources, bank statements, evidence of receipt of scholarship or bursary
- Proof of comprehensive sickness insurance (section 6 or 7) – European Health Insurance Card (not issued by the UK) plus statement of intent; form S1, S2, S3; or evidence of private medical insurance
- Proof of looking for work (section 4C or 8D) – e.g. proof of receipt of job-seeking benefits, letters of invite to interviews, rejection letters from employers, evidence of academic or professional qualifications, etc
- Proof of receipt of benefits/public funds (section 9) – e.g. letter(s) from DWP, HMRC or local authority giving details of benefit(s) or tax credits received, bank statements showing receipt of relevant benefit(s)

Now go to section 12.

Section 12 - Declaration

Please read the declaration below and sign it. It should be signed by you (the applicant) and not by a representative or other person acting on your behalf. If you are under 18, your parent or guardian may sign it.

I hereby apply for a registration certificate. The information I have given in this form is complete and is true to the best of my knowledge.

I confirm that the photographs submitted with this form are a true likeness of me, as named on the back of each photograph, and that I have had the opportunity to see the Home Office photograph guidance.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions, and that, if such bodies provide the Home Office with any information about me which may be relevant for immigration purposes, it may be used in reaching a decision on my application or on whether I have a right of residence in the UK.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent and detect fraud and money laundering. I also understand that such agencies may provide the Home Office with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the Home Office website.

I understand that documents provided in support of this application will be checked for authenticity, and that false documents will be retained and may result in my application being refused and in my prosecution and subsequent removal from the UK.

I understand that the Home Office may also use the information provided by me for training purposes.

I am aware that it is an offence to make a statement or representation which I know to be false or do not believe to be true, or to obtain, or seek to obtain a registration certificate by means which include deception.

I understand that if I am informing the Home Office that I have changed my gender, these details may in certain circumstances be shared with other Home Office colleagues. I consent to this, where necessary, and understand that this information will only be shared in limited circumstances relating to identity and security in line with section 22 of the Gender Recognition Act. I am aware they will otherwise be treated in confidence and that my rights under the Equality Act 2010, Data Protection Act 1998 and Article 8 of the European Convention on Human Rights will be unaffected.

Applicant's signature or Parent/legal guardian signature if applicant is under 18

Date	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Document checklist

Please complete the tables below to help us check that we have received your identity and other documents and to keep a record of them while they are with us. Continue on a separate sheet if necessary.

A. Identity documents

Documents	How many?
Passport-sized photographs	
Passports	
National identity cards	
Biometric residence permits (BRPs)	
Birth certificates	
Marriage/civil partnership certificates	
Driving licence (paper or photo)	
Deed poll	

B. Other documents (please list)

Document	How many?