

**APPLICATION
FOR AN
EXTENSION OF STAY IN THE UK
IN ONE OF THE
EMPLOYMENT OR OTHER CATEGORIES
LISTED IN THIS FORM**

In accordance with paragraph 34 of the Immigration Rules, this form is a specified form for the purpose of the Immigration Rules as of 6 April 2009 and must be used for all applications made on or after that date for the purposes stated on this page.

You also need the separate guidance documents listed below, which you should read before making your application:

- *FLR(O) guidance notes (version 04/2009)*
- *UKBA photograph guidance (version 04/2009)*

If you do not already have these documents, you can get them from our website at www.ukba.homeoffice.gov.uk or by calling 0870 241 0645.

Our application forms change periodically. If you obtain this form some time before applying, please check that it is still the version which must be used when you are ready to apply.

Applications on this form may be made by post or in person at one of our Public Enquiry Offices. To apply in person, you must make an appointment.

If you apply by post, you must send your application to the following address:

**UK Border Agency
Leave to Remain - FLR(O)
PO Box 495
Durham
DH99 1WR**

General visitor

*Overseas qualified
nurse or midwife*

*Private servant
in a diplomatic
household*

*Dependants of
exempt HM forces*

*Other purposes/
reasons not
covered by other
application forms*

PAYMENT GUIDANCE

THE FEE

If you are a single applicant on form FLR(O) and no dependants are applying with you, there is a fee of **£465** for applications made by post, or **£665** for premium service applications made in person at our Public Enquiry Offices.

If one or more dependants are applying with you, the fee increases by **£50** for each dependant applying as shown in the table below.

Number of applicants	Postal	Premium
Yourself and 1 dependant	£515	£715
Yourself and 2 dependants	£565	£765
Yourself and 3 dependants	£615	£815
Yourself and more than 3 dependants	Add £50 to the amount above for each additional dependant	

For more information about the current fees, please see the FLR(O) guidance notes - version 04/2009.

Please note that your application is invalid if you do not pay the specified fee or if you pay by any method other than those specified below.

WHO MAY APPLY WITH YOU?

You may include your spouse, civil partner, unmarried or same-sex partner and/or children under the age of 18 if they are applying as your dependants. But they must pay the prescribed fee if they apply separately.

Children aged 18 or over may not be included. They must apply individually and pay the specified fee in each case.

In the **general visitor** category, the immigration rules do not allow dependants, so their application(s) are likely to be refused if they apply with you. See the separate guidance notes mentioned on the front of this form for more information.

In the **dependants of exempt HM Forces** category, the rules only allow spouses or civil partners as partners.

HOW CAN YOU PAY?

You must pay by one of the methods specified below. **Please note that** your application will be rejected as invalid if you pay by any other method.

- Cheque
- Postal Order
- Credit card - Visa (including Electron) or MasterCard only
- Debit card - Delta, Maestro* (including Solo)
- Banker's draft
- Cash - but only for applications at a Public Enquiry Office; **please don't send cash by post.**

If you are paying by credit or debit card at a Public Enquiry Office, we cannot accept payment by that method unless the cardholder is present.

* **Maestro** - we will accept any Maestro card if you are applying in person at a Public Enquiry Office but only Maestro cards issued in the UK if you are applying by post.

CHEQUES AND POSTAL ORDERS

You must make the cheque or postal order payable to **Home Office Leave to Remain** and cross the cheque or postal order(s) **A/C Payee only**.

Write the full name, nationality and date of birth of the main applicant on the back of each cheque and/or each postal order and keep the postal order stub(s).

Make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly.

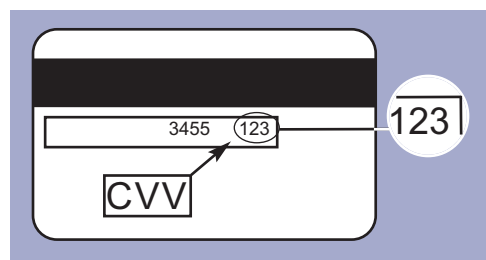
If applying by post, attach your cheque or postal order(s) to the front of the application form.

If applying in person at a Public Enquiry Office and paying by cheque, you must have a cheque guarantee card with a limit sufficient to cover the amount to be paid.

COMPLETING THE PAYMENT DETAILS PAGE

To ensure that your payment is processed without any delay, please note the points below when completing the payment details.

- 1** This should be the full name of the main applicant as given in his or her passport or travel document.
- 2** Date of birth - for example, 3 January 1980 should be written 03 01 1980 in the spaces provided.
- 3-4** The address at **3** 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 **4**.
- 8-12** Complete only if paying by 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.



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

- 12** It is the cardholder as named on the credit or debit card who must sign and date.

If you are producing a double-sided copy of this application form, please include this page and make sure it falls on the reverse of the payment details page in the two-sided copy.

For administrative reasons, it's important that the rest of the form begins with Section 1 - Applicant's Details facing upwards.

SECTION 3 - WHICH CATEGORY?

Please tick a box below to show us the category in which you are applying for an extension of stay.

- | | | |
|--|--|---|
| General visitor <input type="checkbox"/> | Private servant in a diplomatic household <input type="checkbox"/> | Other purposes or reasons not covered by other application forms <input type="checkbox"/> |
| Overseas qualified nurse or midwife <input type="checkbox"/> | Dependants of exempt HM Forces <input type="checkbox"/> | |

If you have ticked the **other purposes or reasons** category, please explain briefly why you are applying for an extension of stay in the UK. You will also need to provide a letter explaining in more detail why you are applying.

SECTION 4 - YOUR HOME AND FINANCES

- 4.1 Is your home in the UK:
 a) owned by you?
 b) rented from a local council or housing association by you?
 c) privately rented by you?
 d) owned or rented by a relative or friend?
 e) other? Give details below

- 4.2 Do you or your partner, or both, pay any rent or mortgage for your home?
 Yes No If so, how much do you pay each month? £
- 4.3 Are you working in the UK?
 Yes No If so, what is your pay each month after income tax and other deductions? £
- 4.4 Does a relative or friend of you or your partner, or both of you, regularly give you money?
 Yes No If so, how much do you receive each month? £
- 4.5 Are you receiving any public funds?
 Yes No

The public funds which are relevant for the purposes of the Immigration Rules are listed below. If you have answered yes to question 4.5, you must tick the relevant box(es) to show which of these are being received.

- | | | | |
|---|---|---|---|
| Attendance Allowance <input type="checkbox"/> | Council Tax Benefit <input type="checkbox"/> | Income-based Jobseeker's Allowance <input type="checkbox"/> | Social Fund Payment <input type="checkbox"/> |
| Carer's Allowance <input type="checkbox"/> | Disability Living Allowance <input type="checkbox"/> | Income Support <input type="checkbox"/> | State Pension Credit <input type="checkbox"/> |
| Child Benefit <input type="checkbox"/> | Housing Benefit <input type="checkbox"/> | Local authority accommodation <input type="checkbox"/> | Working Tax Credit <input type="checkbox"/> |
| Child Tax Credit <input type="checkbox"/> | Housing or Homelessness assistance <input type="checkbox"/> | Severe Disablement Allowance <input type="checkbox"/> | |

SECTION 5 - PERSONAL HISTORY

If you have answered **yes** to question **5.2, 5.3, 5.4, 5.5, 5.6** or **5.7** on the **previous page**, you must give further details in the space provided below. If you need more space, continue on a separate sheet and enclose it with this form.

REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

DEFINITIONS

For the purposes of answering questions **5.3** to **5.7**, 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.opsi.gov.uk/acts/acts2001/20010017 or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants who are applying with you.

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 in terrorism

An organisation is concerned in 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 6 - PHOTOGRAPHS

It is mandatory to provide the relevant photographs specified below. Please note that this application will be invalid if you do not provide them.

The photographs must be in the format specified in the separate UKBA photograph guidance provided with this form. If they are not, they may be rejected as unacceptable and you will have to provide others which are acceptable. This will delay consideration of your application.

Tick the relevant box(es) to show the photographs you are providing and enclose them in a small sealed envelope attached to section 1 as instructed there.

Two recent identical passport-size photographs of yourself with your full name written on the back of each photograph. Please see the separate photograph guidance on the approved format.

Two recent identical passport-size photographs of each dependant included in section 2 and applying for an extension of stay in the UK with you, with their full name written on the back of each photograph.

SECTION 7 - DOCUMENTS

You must provide the documents specified below which are relevant to your application. If you do not, we reserve the right to decide your application on the basis of the information and documents provided. Tick the relevant boxes to show the documents you are providing. They must be originals.

All applicants must provide the relevant documents specified in 7A. You must also provide the relevant documents specified in 7B to 7F for the particular category in which you are applying.

Please note that, in some cases, we may have to ask for other documents in addition to those specified in this form.

7A All applicants

Passports and immigration documents

Your current passport or travel document. If you last entered the UK on a previous passport or travel document or other document, please also provide this document if you have it.

The current passport(s) or travel document(s) of each dependant included in section 2 and applying for an extension of stay in the UK with you. If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.

Your identity card for foreign nationals if you have been issued with one since entering the UK. See **Note 2**.

The identity cards for foreign nationals for each dependant included in section 2 and applying for an extension of stay in the UK with you if they have been issued with them since entering the UK. See **Note 2**.

Note 2 *Identity cards have been issued to certain foreign nationals since 25 November 2008 when they have been given permission to remain in the UK. Unless reported lost or stolen, they should be enclosed with any application for further permission to remain in the UK.*

Your police registration certificate if you have been asked to register with the police.

The police registration certificate(s) for each dependant included in section 2 and applying for an extension of stay in the UK with you if they have been asked to register with the police.

SECTION 7 - DOCUMENTS

Your finances

- Evidence of your finances.** Bank statements, building society savings book, pay slips or other formal documents as evidence of your ability to maintain and accommodate yourself and any dependants without recourse to public funds. See **Note 3**.

Note 3 *We do not accept internet or cashpoint statements as evidence of finances. If you claim that a relative or friend is providing you with financial support (see question 4.4), in addition to evidence of your own finances, you must provide bank statements or other documents of the kind described above as evidence of their financial resources. The documents showing the finances available to you and to any person supporting you should cover at least the last 3 months.*

- 7B General visitor** If you are applying as a general visitor, in addition to the relevant documents in **7A**, you must provide:

- Evidence that you can maintain and accommodate yourself without recourse to public funds and without taking employment.** The evidence must be formal documents such as bank/building society statements or savings book(s), or pay slips from your employment outside the UK (see **Note 3**). If a relative or friend is sponsoring you, the evidence should be a letter from him/her confirming this, with formal documents showing their financial resources.

- 7C Overseas qualified nurse or midwife** If applying as an overseas qualified nurse or midwife, in addition to the relevant documents in **7A**, you must provide

- Confirmation from the Nursing and Midwifery Council (NMC)** that you have been accepted on the Overseas Nurses Programme, and evidence that you have been offered a supervised practice placement or adaptation training through an education provider that is recognised by the NMC.

- 7D Private servant in a diplomatic household** If you have been given leave to enter or remain for employment in this category, in addition to the relevant documents in **7A**, you must provide:

- Recent document(s) from your employer**, confirming that your work as a private servant in a diplomatic household is continuing and that you are still needed for the same work.

- 7E Dependant of exempt member of HM Forces (or of designated international HQ or defence organisations)**

- If you are applying as the spouse or civil partner (see **Note 4**) of someone who is exempt from UK immigration control as a member of HM Forces, in addition to the relevant documents in **7A**, you must provide **a letter from your spouse or civil partner's unit confirming the date they enlisted and their expected final date of service with HM Forces.**

- If you are applying as the spouse or civil partner (see **Note 4**) of someone who is exempt from UK immigration control on the basis of their armed forces training, posting or service in the UK or as a member of a designated international headquarters or defence organisation, in addition to the relevant documents in **7A** you must provide **a letter from your spouse or civil partner's unit or employer confirming the start date of their training, posting or service in the UK and the expected end date of this period of training, posting or service in the UK.**

Note 4 *This category does not include unmarried partners or same-sex partners.*

- 7F Other purposes or reasons not covered by other application forms** If you are applying for an extension of stay for other purposes or reasons, in addition to the relevant documents in **7A**, you must provide:

- A letter or other document explaining why you are applying for an extension of stay, together with any relevant documents in support of your case.** Please list the documents you are providing.

SECTION 8 - DECLARATION

You must now read the declaration below and sign it. This must 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 is mandatory for the declaration to be signed.

Please note that this application will be invalid if it is not signed as specified above.

I hereby apply for an extension of stay in the UK for myself and any dependants listed in this form. 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 myself and any dependants who are applying with me, as named on the back of each photograph and that I have had the opportunity to see the UK Border Agency (UKBA) 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; 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.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent 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 UKBA 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 United Kingdom.

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 under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.

Signature

Date

PHOTOGRAPHS AND DOCUMENTS CHECKLIST

Please complete this part of the form to help us check that we have received your photographs and documents. At "A", tell us how many of each of the listed items you are providing with your application. At "B", list any other documents provided by you and state how many in each case. Continue on a separate sheet if necessary and enclose it with this form. All documents must be originals.

A. Listed items	How many?	B. Other documents	How many?
Photographs of yourself			
Photographs of any dependants applying			
Passports and/or travel documents			
Police registration certificates			
Letter/documents from your employer			
Bank statements			
Building society savings books			
Pay slips			

Please note that, in some cases, we may have to ask for other documents in addition to those specified in this form.

FINAL CHECKS

To ensure that your application is complete, please make the following final checks. Tick each box that is relevant to your application.

- | | | | |
|---|--------------------------|--|--------------------------|
| Is FLR(O) the right form for you and is it valid for use? See date and notes on front page. | <input type="checkbox"/> | Have you completed the payment details page and made the correct payment? | <input type="checkbox"/> |
| Have you ticked a box in section 3 to show the category in which you are applying? | <input type="checkbox"/> | Have you completed section 5 and the rest of the form as specified? | <input type="checkbox"/> |
| Have you provided the photographs specified in section 6 and are they in the approved format? | <input type="checkbox"/> | Have you provided your current passport(s) or travel document(s) and all other relevant documents specified in section 7 and they are originals? | <input type="checkbox"/> |
| If you are unable to send us any of the documents specified in section 7 which are relevant to your application, have you given an explanation and said when you will be able to send them? | <input type="checkbox"/> | Have you, or a parent or guardian if you are under 18, signed and dated the declaration in section 8? | <input type="checkbox"/> |

Finally, please make sure that the application is addressed exactly as shown below.

UK Border Agency
Leave to Remain - FLR(O)
PO Box 495
Durham
DH99 1WR