

APPLICATION FOR A
NO TIME LIMIT (NTL) STAMP
BY
SOMEONE WHO ALREADY HAS
INDEFINITE LEAVE
TO ENTER OR REMAIN IN THE UK
AND A BIOMETRIC IMMIGRATION
DOCUMENT

In accordance with paragraph 34 of the Immigration Rules, this form is specified for the purpose of the Immigration Rules as of 6 April 2012 and must be used for all applications made on or after that date for the purpose stated on this page.

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

- NTL guidance notes (version 04/2012)
- 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

Our application forms change periodically. If you obtain this form some time before applying, please check that it is still the 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 - NTL
PO Box 502
Durham
DH99 1WG

Application for an indefinite leave (no time limit - NTL) stamp to be fixed on a passport or other document issued to someone who already has indefinite leave to enter or remain in the UK.

Biometric immigration document (Biometric Residence Permit (BRP))

This form is valid only for applications made on or after 6 April 2012

PAYMENT GUIDANCE

THE FEE

For applications on this form, there is a fee of £220 for applications made by post or £661 for applications made in person at our Public Enquiry Offices.

If one or more dependants are applying with you, the fee increases by £110 for applications made by post or £330 for premium applications (PEO only) for each dependant applying as shown in the table below.

Number of applicants	Postal	Premium
Yourself and 1 dependant	£330	£992
Yourself and 2 dependants	£440	£1323
Yourself and 3 dependants	£550	£1654
Fee for each additional dependant	£110	£331

There is only one fee payable per application form.

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

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 if they apply separately, they must pay the full specified fee.

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

HOW CAN YOU PAY?

You must pay by one of the methods specified below.

- Cheque
- Postal Order
- Credit card¹ - Visa (including Electron), MasterCard or American Express (Amex)

¹ 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 is because either the maximum limit on a single transaction, or the number of transactions allowed in a given period of time, has been exceeded. To prevent this you must ensure that you 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.

- Debit card - Delta, Maestro* (including Solo)
- Banker's draft

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 the 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.

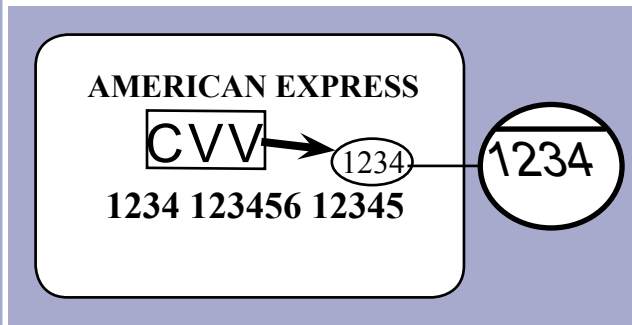
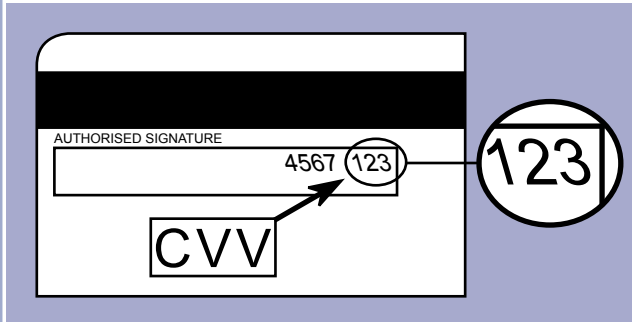
- 1-2 The address at 1 should be the contact address in the UK for any correspondence. If it is not your home address (eg a solicitor or other authorised immigration adviser may be submitting the application), give the contact name at 2.
- 3 This should be the full name of the main applicant as given in his or her passport or travel document.
- 4 Date of birth - for example, 3 January 1980

PAYMENT GUIDANCE

should be written 03 01 1980 in the spaces provided.

8-12 Complete only if paying by card.

- 11 The Card Verification Value (CVV) is a 3-digit security code found on the back of the card on the signature strip - it consists of the last 3 digits. 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 It is the cardholder as named on the credit or debit card who must sign and date.

SECTION 3 - PERSONAL HISTORY

If you have answered yes to question 3.2, 3.3, 3.4, 3.5, 3.6 or 3.7 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 3.3 to 3.7, 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.

8. Give details when your fingerprints were taken

9. Give details where your fingerprints were taken, including the town or city and country

10. Give details of the British diplomatic post(s) involved if the application(s) was/were made abroad

11. Do you have a medical or physical condition which may require special arrangements for your biometric features to be recorded?

Yes - go to question 12

No - go to question 13

12. Please provide us with the following documents:

A letter from a treating clinician registered with the General Medical Council (GMC) giving details of the condition and/or special needs and explaining any arrangements that may be necessary.

Dependants and applicants under the age of 16

If the applicant or any dependant included on this application is under the age of 16 please complete questions 13, 14, 15 and 16. If not please go to question 17.

13. Is the applicant/dependant

16 years old or more - go to question 17

Less than 16 years old - go to question 14

14. Give details of the person who will be accompanying the applicant/dependant when he/she attends their Biometric Residence Permit appointment

14.1 Name of reponsible adult

14.2 Date of birth

D	D		M	M		Y	Y	Y	Y
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SECTION 5 - 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 box(es) to confirm 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 a no time limit stamp with you, with their full name written on the back of each photograph.

SECTION 6 - DOCUMENTS

You must provide the document that confirms your immigration status in the UK. This may be your current passport/travel document or your immigration status document. You should also provide the same documents for any dependant(s) listed in section 2 of this form.

Tick the relevant boxes to show the documents you are providing. You should photocopy any pages that contain personal details, visas or immigration stamps (foreign or UK) and submit these with the original document(s).

- Your current passport or travel document
- Your immigration status document if separate to your passport
- Your dependant(s) current passport(s) or travel document(s)
- Your dependant(s) immigration status document(s) if separate to their passport(s)

In addition, where applicable, please provide the documents specified in section A or B below. If you omit to send us Home Office letters, or have lost any we will aim to decide your application by checking the information held about you on UK Border Agency systems.

Tick the relevant boxes to show the documents you are providing. They must be originals. You should photocopy each of these documents and provide the copies in addition to the originals. You should also provide photocopies of any passport(s) or travel document(s) submitted including any pages that contain personal details, visas or immigration stamps (foreign or UK).

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

A

- All passports or other travel documents you have been issued since you were granted your Indefinite Leave to Enter/Remain.
- All passports or other travel documents your dependant(s) have been issued since they were granted Indefinite Leave to Enter/Remain.

B

If you are unable to provide the documents in section A above and you and/or your dependant(s) were granted ILR on a previous passport or other travel document, **you must provide;**

- Evidence of continuous residence in the UK during the period since you and any dependant(s) who are applying with you were granted indefinite leave, such as:
- council tax letters
 - letter(s) from a GP confirming dates of attendance
 - letter(s) from a school/college confirming dates of attendance
 - electricity, gas or water bills
 - letter(s) from employer(s) confirming employment, and
- A police report or police reference number for the theft or loss of any missing passport(s) and/or travel document(s), and
- If you have them in your possession, any home office letter(s) notifying you and/or your dependants of the grant of indefinite leave to enter or remain in the UK. If you do not have such letters to provide, we will aim to decide your application by checking the information held about you on UK Border Agency systems.

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 a Biometric Residence Permit confirming my settled status in the UK and for 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 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 UKBA.

I understand that all information provided by me to UKBA 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 UKBA 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 other people, including fraud prevention agencies, to prevent and detect fraud, money laundering and other crimes. I also understand that the UK Border Agency may receive information about me. Further details explaining when information may be passed to or from other people, including fraud prevention agencies, and how that information may be used can be obtained from the UK Border Agency 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 UKBA 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. You should photocopy each of these documents and provide the copies in addition to the originals.

A. Listed items	How many?	B. Other documents	How many?
Photographs of yourself			
Photographs of any dependants			
Passports			
Travel documents			
Police report or reference number if passport(s) lost or stolen			
HO Letter(s) notifying immigration status			
Documents proving identity			
Evidence of continuous residence in UK			
Biometrics Residents Permit/s			

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 NTL 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 completed section 3 and the rest of the form as required?	<input type="checkbox"/>	Have you provided the photographs specified in section 5 and are they in the approved format?	<input type="checkbox"/>
Have you provided your current passport or travel document and all other relevant documents specified in section 6 and are they originals? (we also require photocopies of the same).	<input type="checkbox"/>	If you are unable to send us any of the documents specified in section 6 which are relevant to your application, or if you are unable to provide originals, 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, if applying by post, please make sure that the application is addressed exactly as shown below.

UK Border Agency
 Leave to Remain - NTL
 PO Box 502
 Durham
 DH99 1WG