



Application for a Document Certifying Permanent Residence

To be used by European Economic Area (EEA) or Swiss nationals residing in the UK and their EEA or Swiss national family members.

It is not mandatory to complete this application form. However it will assist in dealing with your application more efficiently if this form is used. Please read the guidance notes at the front of this form before making your application.

Please note there is a fee of £55 for each person applying for a document certifying permanent residence. You must pay this fee even if you choose not to use this application form. For further information, see the payment guidance notes on pages 2 to 4.

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.

For information about other EEA forms, see page 7.

Applications on this form must be made by post to the following address:

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

This form is to be used for applications made on or after 9 August 2013

PAYMENT GUIDANCE

The Fee

There is a fee of £55 for this application.

For each family member applying with you, the fee increases by £55.

Number of applicants	Fee
You and 1 family member	£110
You and 2 family members	£165
You and 3 family members	£220
You and more than 3 family members	Add £55 to the amount above for each additional family member

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

Applications made on this form may not be made in person at the Public Enquiry Office of the Home Office.

How you can pay

You can pay by any of the following methods:

- Cheque/Bankers Draft
- Postal Order
- Credit card¹ - 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.

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.

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 Section A of this form (Payment Details).

A1 Tick the fee appropriate to your application - see above guidance. If you do not select a fee then we cannot take a payment and your application will be rejected as invalid.

A2-A3 If the address for correspondence is different from your home address in the UK, please give that address at **A2**. If a solicitor or other authorised immigration adviser is submitting the application, it should be their address at **A2** and their name at **A3**. These details will also be used to acknowledge receipt of the application.

A4 Applicant's full name, as given in his or her passport or travel document.

A5 Applicant's date of birth

Method of payment

A6 Tick one of the boxes to show which method of payment you are using

A7 - A9 If paying by cheque or bankers draft enter the bank account number, sort code and cheque number

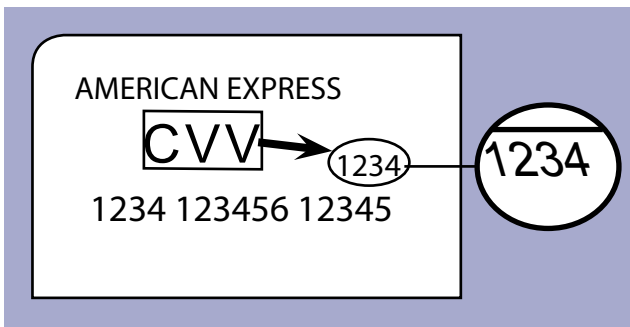
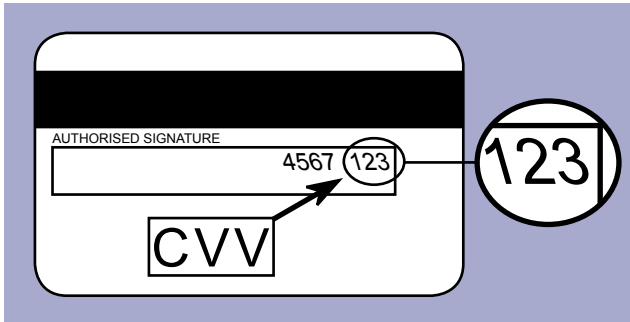
Paying by credit / debit card

A10 The name as displayed on the credit/debit card

A11 Card number - this is the long number across the centre of the card

A12-A14 Enter the details where available on the card

A15 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 your payment and your application will be rejected as invalid.

A16-A17 Cardholder's signature - the person named on the credit/debit card must sign and date these sections.

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.
- 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.

FORM EEA3: GUIDANCE NOTES

There is no legal requirement for EEA or Swiss nationals to obtain a document certifying permanent residence to confirm their right of residence in the UK. Any EEA or Swiss national applying for a document certifying permanent residence does so on an entirely voluntary basis.

1. WHO CAN APPLY ON THIS FORM

EEA or Swiss nationals exercising Treaty rights in the UK can apply for a document certifying permanent residence on this form. You may include your family members in the application if they are EEA or Swiss nationals.

See part 12 of these notes for information about Treaty rights.

Although Switzerland is not a member state of the EEA the agreement between the European Community, its member states and the Swiss Confederation on the free movement of persons gives similar rights of residence to Swiss nationals and their family members. Any further reference on this form to EEA nationals includes Swiss nationals.

You and any family members included in the application must be in the UK to apply.

2. RELEVANT UK LEGISLATION

The relevant legislation for applications on this form is the Immigration (European Economic Area) Regulations 2006. You can find it on our website at www.ukba.homeoffice.gov.uk and also obtain a copy from HMSO.

To acquire the right to reside permanently in the UK, you need to have resided here in accordance with the EU laws relating to free movement rights that were in force for a continuous period of 5 years.

3. WHEN TO APPLY

You may apply at any time after residing here for a continuous period of 5 years in accordance with the EU laws relating to free movement rights that were in force during the 5-year period.

4. MAKING SURE YOUR APPLICATION IS COMPLETE

Your application could be delayed or even refused if it is incomplete. To avoid that, please ensure that you do the following:

- apply on the current version of form EEA3
- provide photographs of yourself and any fam-

ily members applying with you in the format specified in the separate Home Office guidance

- provide all relevant documents specified in the form
- complete every section of the form as required
- sign and date the declaration at section 12.

We reserve the right to decide your application on the basis of the information and documents provided. It is important, therefore, to provide an explanation if you cannot give us all relevant information or documents when making your application.

Depending on the facts of each case and where appropriate, The Home Office may make an unannounced home visit. Equally, the Agency may prosecute the appropriate party if evidence of deception is discovered related to this application.

5. COMPLETING THE FORM

Please use a black pen to complete the form, and write names, addresses and similar details in capital letters. In the applicant's details and other sections where you give personal details and addresses, leave an empty box between each name and each part of the address.

Please note that we always use the personal details in an applicant's passport or identity card for official purposes, including any document certifying permanent residence issued if the application is successful.

Take care to complete all sections as required. You must enclose a letter of explanation if you are unable to complete any part of the form because you do not have the required information.

6. PHOTOGRAPHS

You must provide the following photographs:

- Two identical passport-size colour photographs of yourself with your full name written on the back of each one.
- Two identical passport-size colour photo-

FORM EEA3: GUIDANCE NOTES

graphs of any family members applying with you with their full name written on the back of each one.

The photographs you provide must be in the format specified in the separate photograph guidance.

Please ensure that you place the photographs in a small sealed envelope attached to section 1 of the form as instructed there – and without any staples, clips, pins or anything else which could mark the photographs.

The photograph(s) provided will be reproduced in your and your family members' document certifying permanent residence if the application(s) is/are successful.

7. DOCUMENTS

Identity and travel documents provided with the application must be originals and copies will not be accepted.

Copies of other types of document of any kind are not acceptable unless there are valid reasons for not being able to provide the original document. In such circumstances, we may accept a copy certified by the body or authority which issue the original (for example, a copy of a savings book certified by the building society or bank) or by a notary.

The reason for not being able to provide the original document must be explained in a covering letter. We are unlikely to be able to grant your application without the original document where there is no valid reason.

Any documents which are not in English must be accompanied by a reliable English translation.

Make sure passports are signed.

8. APPLYING BY POST - THE ADDRESS

The address to which you must post an application on form EEA3 is:

Home Office

European Applications EEA3

PO Box 590

Durham

DH99 1AD

Posting it to any other address will delay it.

Please also use this address for any other correspondence about your application.

If you use Recorded or Special Delivery, this will help us to record the receipt of your application. Please make sure that you keep the Recorded or Special Delivery number.

PLEASE NOTE: If you require your valuable documents to be returned to you by secure post you should enclose a pre-paid self-addressed Royal Mail Special Delivery (or Recorded Signed For delivery) envelope with your application. The pre-paid self-addressed envelope should be sufficient to accommodate the size and weight of your documents and be insured to the appropriate level for the value of your documents. If this is not enclosed your documents will be returned to you using Royal Mail 2nd class post. Please consult Royal Mail's website at www.royalmail.com for further information.

9. DECISION TIMES

For information on the current processing times for applications for a document certifying permanent residence on form EEA3, see the 'Applying under European law' page on our website.

10. CONTACTING US AFTER YOU HAVE APPLIED

If you need to contact us after you have applied, please do so as instructed below.

To send us more information about your application, write to the address in part 8 and give the following details in your letter:

- The applicant's full name, date of birth and nationality Any Recorded or Special Delivery number
- The date on which the application was posted or made in person
- The Home Office reference number if you have one.

We generally advise that you should not make any travel plans until we have returned your passport. If you need your passport because you have to travel urgently and unexpectedly, use the return of documents request form at www.ukba.homeoffice.

FORM EEA3: GUIDANCE NOTES

gov.uk/aboutus/contact/return-of-documents/.

11. OBTAINING ANOTHER FORM

You can obtain all the EEA application forms via the Home Office website www.ukba.homeoffice.gov.uk.

12. YOUR RIGHT TO RESIDE IN THE UK

EEA nationals have a right to reside in the UK for longer than 3 months if they are exercising a Treaty right in one of the following ways:

- Worker
- Self-employed
- Student
- Economically self-sufficient (including retired people)
- Jobseeker
- Incapacitated

The following nationals may exercise Treaty rights in the UK:

Austria	Belgium
Bulgaria**	Croatia****
Cyprus*	Czech Republic***
Denmark	Estonia***
Finland	France
Germany	Greece
Hungary***	Iceland
Irish Republic	Italy
Latvia***	Liechtenstein
Lithuania***	Luxembourg
Malta	Netherlands
Norway	Poland***
Portugal	Romania**
Slovakia***	Slovenia***
Spain	Sweden
Switzerland (but see part 1 of these notes)	

* A document issued by the Turkish Republic

of Northern Cyprus does not establish that the person is an EEA national. Only a document issued by the Republic of Cyprus stating that the holder is a national of the Republic of Cyprus establishes that the person is an EEA national and accordingly entitled to free movement within the European Union (EU).

** Bulgaria and Romania joined the EU on 1 January 2007. Nationals of Bulgaria and Romania who wish to work in the UK are required to hold an accession worker authorisation document, unless exempt.

If you are applying for a document certifying permanent residence and your continuous 5-year period of residence in the UK in accordance with the regulations includes a period when you were required to hold an accession worker authorisation document, then you must provide evidence of this as stated in section 11. If you cannot show that you were authorised to work as required then you will not be issued with a document certifying permanent residence.

For further information on the rights of Bulgarian and Romanian nationals, see: www.ukba.homeoffice.gov.uk/eucitizens/bulgaria-romania/.

*** From 1 May 2004 until 30 April 2011 nationals of Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia (known as A8 countries) who wished to exercise their Treaty rights in the UK as a worker were required to register their employment under the Worker Registration Scheme (WRS) for a period of 12 months unless they were exempt.

If you are applying for a document certifying permanent residence and your continuous 5-year period of residence in the UK in accordance with the regulations includes a period when you were required to be registered on WRS then you must provide evidence of this as stated in section 11. If you cannot show that you were registered as required then you will not be issued a document certifying permanent residence.

Alien passports are issued to persons of Russian origin who moved to the Baltic States, Estonia, Latvia and Lithuania, when they were part of the former Soviet Union. They are not regarded as being citizens and therefore the Estonian, Lithuanian, and Latvian authorities issue them with alien passports.

Although they look very similar, alien passports

FORM EEA3: GUIDANCE NOTES

are not proof of EEA nationality.

**** Croatia joined the EU on 1 July 2013. Guidance and application forms for Croatian nationals can be found at: www.ukba.homeoffice.gov.uk/eucitizens/croatia/

13. OTHER EEA FORMS

The other EEA forms are:

EEA1 for registration certificate applications by EEA nationals and their EEA national family members.

EEA2 for residence card applications by non-EEA national family members of EEA nationals.

EEA4 for permanent residence applications by non-EEA national family members of EEA nationals.

DRF1 for derivative residence card applications by people who do not have a right to reside under the Free Movement Directive but have a derivative right of residence in the UK. For further information, see www.ukba.homeoffice.gov.uk/eucitizens/derivative/

14. CHOOSING AN IMMIGRATION ADVISER

If you use the services of an immigration adviser, take care when choosing one. The Office of the Immigration Services Commissioner (OISC) regulates immigration advisers. Their website at www.oisc.gov.uk contains a list of authorised advisers. It also has links to websites for solicitors, barristers and legal executives.

If you have a complaint about an immigration adviser or need other information, the OISC contact details are:

Office of the Immigration Services Commissioner

5th Floor

Counting House

53 Tooley Street

London

SE1 2QN

Telephone: 0845 000 0046

Alternatively the Solicitors Regulation Authority, which regulates solicitors in England and Wales, can help you find a solicitor if you contact them on 0870 606 2555 or visit their website at www.sra.org.uk.

The address and telephone number for any complaints about a solicitor are:

Legal Complaints Service

Victoria Court

8 Dormier Place

Leamington Spa

Warwickshire

CV32 5AE

Telephone: 0845 608 6565

15. COMPLAINTS ABOUT OUR SERVICE

If you wish to make a complaint about our service, please refer to the complaints page on our website for detailed information about how to do so.

16. DATA PROTECTION NOTICE

We will treat all information provided by you in confidence but may disclose it to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to carry out their functions.

We may also use the information provided by you for training purposes.

1.11 Passport or travel document number

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1.12 Home Office reference (if applicable)

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1.13 Your UK address – please inform us if this changes

Postcode

1.14 Your daytime telephone number

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1.15 Your mobile telephone number

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1.16 Your e-mail address if you have one

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1.17 Name and address in the UK for all correspondence about your application if different from 1.13

Postcode

1.18 if you completed 1.17 and the address is that of your immigration adviser, please state their Office of the Immigration Services Commissioner (OISC number)

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SECTION 2 – FAMILY MEMBERS INCLUDED IN YOUR APPLICATION

Please give details below of any EEA national family members included in the application. If more than 3 family members are applying, please give their details on a photocopy of this page, enclose it with the form, and place the photographs in the envelope attached to section 1 as instructed there. Non-EEA national family members wishing to apply for permanent residence should complete form EEA 4.

If the family member is your child, please provide documentary evidence of the relationship (e.g. full birth certificate), if your details are not shown in the child's passport or ID card.

If the family member is a relative other than a child (e.g. parent, brother, sister, cousin), please provide appropriate documentary evidence to confirm the relationship (e.g. full birth, marriage or civil partnership certificates).

Photographs
You must provide two identical photographs of each family member who is applying. Write the family member's full name on the back of each photograph and enclose both photographs in the envelope attached to section 1 as instructed there.

2.1 Family member's full name

2.2 Nationality

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2.3 Date of birth

day	month	year																	

2.4 Gender - please tick

male female

2.5 Relationship to you - please specify

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2.6 Home Office reference (if applicable)

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Photographs
You must provide two identical photographs of each family member who is applying. Write the family member's full name on the back of each photograph and enclose both photographs in the envelope attached to section 1 as instructed there.

2.7 Family member's full name

2.8 Nationality

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2.9 Date of birth

day	month	year																	

2.10 Gender - please tick

male female

2.11 Relationship to you - please specify

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2.12 Home Office reference (if applicable)

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Photographs
You must provide two identical photographs of each family member who is applying. Write the family member's full name on the back of each photograph and enclose both photographs in the envelope attached to section 1 as instructed there.

2.13 Family member's full name

2.14 Nationality

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2.15 Date of birth

day	month	year																	

2.16 Gender - please tick

male female

2.17 Relationship to you - please specify

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2.18 Home Office reference (if applicable)

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SECTION 3 – YOUR EEA NATIONAL FAMILY MEMBER WHO IS EXERCISING TREATY RIGHTS

Please give the personal details of your EEA national family member who has been exercising Treaty rights in the UK, or who has acquired permanent residence in the UK under the Immigration (European Economic Area) Regulations 2006. You must only complete this section if you are the family member of an EEA national who is exercising Treaty rights in the UK and they have chosen not to apply for a document certifying permanent residence at this time.

Note 1. There is no requirement for your EEA national family member to apply for a document certifying permanent residence and we can decide your case without them applying. However, we must receive evidence of their identity, e.g. passport or identity card. If your EEA national family member wishes to apply for a document certifying permanent residence their details must be entered in section 1 and your details in section 2.

3.1 Their title – please tick Mr Mrs Miss Ms Other

If other, what is their title?

3.2 Their full name as in their passport or ID card

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3.3 Surname or family name as in their passport or ID card

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3.4 Any other name(s) by which they are or have been known

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3.5 Nationality

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3.6 Do they also hold British citizenship? Yes No

3.7 Their date of birth
 day month year

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3.8 Their gender – please tick
 male female

3.9 Home Office reference if they have one

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3.10 Passport, ID card or registration certificate number

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3.11 Their UK address – please inform us if this changes

3.12 Their daytime telephone number

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3.13 Their mobile telephone number if they have one

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3.14 Their relationship to you

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SECTION 3 – YOUR EEA NATIONAL FAMILY MEMBER WHO IS EXERCISING TREATY RIGHTS (continued)

3.15 Evidence of relationship: birth certificate/marriage certificate/civil partnership certificate/evidence of durable relationship/other evidence of relationship (please circle to indicate).

Note 2. If you are applying for a document certifying permanent residence and during the 5-year continuous residence period your EEA national family member has died or left the UK, please complete section 4.

If you are applying for a document certifying permanent residence because your EEA national family member who was exercising Treaty rights as a worker or self-employed person has died but you have been resident in the UK for less than 5 years please complete section 5.

If you are applying for a document certifying permanent residence on the basis that your British citizen family member is treated as an EEA national under the judgment in the case of Surinder Singh, please complete section 6.

Please go straight to section 7 for all other applications.

SECTION 4 - RETAINED RIGHT OF RESIDENCE IN THE UK

You must complete this section if you are applying for a document certifying permanent residence because your EEA national family member has died or left the UK. You must also complete section 7, to show how your EEA national family member was exercising Treaty rights.

4.1 Reason for having a retained right of residence in the UK. Please tick relevant box:

EEA national family member has died
(Answer only 4.2 to 4.6)

EEA national has left the UK
(Answer only 4.7 to 4.11)

4.2 Date your EEA national family member died:

day	month	year
<input type="text"/>	<input type="text"/>	<input type="text"/>

4.3 Are you a child or grandchild of the EEA national who has died? If no go to 4.4. If yes, go straight to 4.5

Yes No

4.4 Are you the parent with custody of a child or grandchild of the EEA national family member who has died?

Yes No

4.5 Was the child or grandchild attending an educational course immediately before the EEA national family member died and do they continue to attend such a course?

Yes No

4.6 Please give details in the box below of which educational establishment they are attending. You must also provide evidence of this such as a letter from the school or college. Then go to section 6.

4.7 Date your EEA national family left the UK:

day	month	year
<input type="text"/>	<input type="text"/>	<input type="text"/>

4.8 Are you a child or grandchild of the EEA national who has left the UK? If no go to 4.9. If yes, go straight to 4.10

Yes No

4.9 Are you the parent with custody of a child or grandchild of the EEA national family member who has left the UK?

Yes No

4.10 Was the child or grandchild attending an educational course immediately before the EEA national family member left the UK and do they continue to attend such a course?

Yes No

4.11 Please give details in the box below of which educational establishment they are attending. You must also provide evidence of this such as a letter from the school or college. Then go to section 6.

SECTION 5 – PERMANENT RESIDENCE DUE TO DEATH OF EEA NATIONAL FAMILY MEMBER

You must complete this section if you are applying for a document certifying permanent residence because your EEA national family member who was working or self-employed has died but you have been resident in the UK for less than 5 years. You must also complete section 7, to show how your EEA national family member was exercising Treaty rights.

5.1 Date your EEA national family member died:

day month year

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5.2 Were you living with your EEA national family member immediately before they died?

Yes No

5.3 Had your EEA national family member lived in the UK for at least the 2 years immediately before they died?

Yes No

5.4 Was your EEA national family member's death due to an accident at work or an occupational disease?

Yes No

SECTION 6 – PERMANENT RESIDENCE IN SURINDER SINGH CASES

You must complete this section if you are applying for a document certifying permanent residence on the basis that your British citizen family member is entitled to be treated as an EEA national under the judgment in the case of Surinder Singh.

6.1 Has your British citizen family member exercised Treaty rights as a worker or self-employed person in another EEA member state?

Yes - as a worker Yes - as a self-employed person
No

6.2 Were you the family member of the British citizen at a time when they were exercising Treaty rights as a worker or self-employed person in another EEA member state? Yes No

6.3 Did you reside with your British citizen family member in that EEA member state at a time when they were exercising Treaty rights as a worker or self-employed person? Yes No

You must provide evidence to show that you resided in the EEA member state at a time when your family member was exercising Treaty rights in that EEA member state.

6.4 EEA member state in which your British citizen partner exercised Treaty rights as a worker or self-employed person

6.5 Date that your British citizen family member commenced employment or self-employment in the other EEA member state.

day month year

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6.6 Date that your British citizen family member ceased employment or self-employment in the other EEA member state.

day month year

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6.7 Date you began residing with your British citizen family member in the EEA member state in which they exercised Treaty rights as a worker or self-employed person.

day month year

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SECTION 7 – DETAILS OF THE EXERCISE OF TREATY RIGHTS FOR 5 YEARS

To qualify for permanent residence an EEA national must have continuously exercised a Treaty right in the UK for 5 years through employment, seeking work, self-employment, study, or economic self-sufficiency unless you are qualifying on the basis of a family member of an EEA national. In all cases, please complete the section below with details of the EEA national who is exercising the Treaty right. If you/your EEA national family member have been supported by the employment or funds of a family member you/they may still qualify. If you/your EEA national family member have resided in the UK for less than 5 years but have stopped working or being self-employed due to early retirement, reaching state pension age or permanent incapacity, you/they may still qualify for permanent residence. The details given in this section must be supported by the documentary evidence specified in section 11.

7.1 Please tick one or more of the boxes below to show the way(s) in which you/your EEA national family member has exercised Treaty rights for the past 5 years and give relevant dates.

		From	To
Employment	<input type="checkbox"/>		
Self-Employment	<input type="checkbox"/>		
Seeking work	<input type="checkbox"/>		
Economic self-sufficiency (including retirement)	<input type="checkbox"/>		
Study	<input type="checkbox"/>		
Stopped work due to retirement or Permanent incapacity	<input type="checkbox"/>		
Temporarily incapacitated	<input type="checkbox"/>		
Unemployed or undertaking vocational training	<input type="checkbox"/>		

7.2 If you/your EEA national family member did not exercise Treaty rights for some or all of this period but was supported by the employment or funds of a family member, or if there are any other periods of time not accounted for in the above table, please give details below. Continue on a separate sheet if necessary and enclose it with this form.

SECTION 7 – DETAILS OF THE EXERCISE OF TREATY RIGHTS FOR 5 YEARS
(continued)

7.3 If your EEA national family member exercised Treaty rights in employment, self-employment or study, please give details below starting with the most recent if there is more than one employer and/or place of study. Continue on a separate sheet if necessary and enclose it with this form.

Name and address of employer or place of study	From	Until	Type of business if self employed

SECTION 8 – TIME SPENT OUTSIDE THE UK

To qualify for permanent residence you need to have resided in the UK continuously for 5 years unless you are applying on the basis that you stopped working or being self-employed due to early retirement, reaching state pension age or permanent incapacity. Time spent outside the UK which does not exceed 6 months in total in any year and absences due to special circumstances will not affect your period of residence.

8.1 Please give the date and place of your first arrival in the UK for yourself and any family members mentioned in section 2. Continue on a separate sheet if necessary and enclose it with this form.

Name

Date of first arrival

Place of first arrival

day month year

8.2 Please complete the table below for yourself and any family members mentioned in section 2 to show any time you have spent outside the UK during the 5 years you/your EEA national family member have been exercising Treaty rights. When counting the number of days absent do not include the day of departure or the day of return. Continue on a separate sheet if necessary and enclose it with this form.

Name of person(s)
absent from the UK

Country or coun-
tries visited

Date of departure
from UK

Date of return to
UK

Number of
days

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SECTION 8 – TIME SPENT OUTSIDE THE UK (continued)

8.3 If any of the absences mentioned above exceed 6 months in any year please explain below the reasons why you were absent from the UK. Continue on a separate sheet if necessary and enclose it with this form.

SECTION 9 - PERSONAL HISTORY

Personal History (criminal convictions, war crimes, etc.)

Please provide details as requested below of any criminal convictions you may have both in the UK and overseas. However, please note that should you fail to provide this information this will not result in the rejection of your application. Please note that it is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true.

Information given will be checked with other agencies.

9.1. Have you or any family members who are applying with you been convicted of any criminal offence in the UK or any other country?

Yes - go to question 9.2

No - go to question 9.3

9.2. Please give details below for each criminal conviction, starting with the most recent one. If you or any family members who are applying with you have received more than two convictions, please photocopy this page and enclose it with this form.

Note: We will carry out criminal record checks on all applicants and family members. You must give details of all unspent and spent criminal convictions. This includes road traffic offences but not fixed penalty notices (such as speeding or parking tickets) unless they were part of a sentence of the court. This includes all drink-driving offences.

Criminal conviction 1

Country where convicted

Nature of the offence

--

Sentence given

--

Date sentenced

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

If you or any family members who are applying with you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

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months

Criminal conviction 2

Country where convicted

SECTION 9 - PERSONAL HISTORY

Nature of the offence

Sentence given

Date sentenced

If you or any family members who are applying with you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

months

9.3. Do you or any family members who are applying with you have any civil judgments against you or any civil penalty under the UK Immigration Acts?

Yes go to 9.4

No go to 9.5

9.4. Give details for each civil judgment or any civil penalty under UK the Immigration Acts, starting with the most recent one.

If you or any family members who are applying with 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

Country where judgment made

Details of judgment or civil penalty 2

Date of judgment or civil penalty

Country where judgment made

You must answer questions 9.5 to 9.10 below even if you have answered no to question 9.1.
 For help in answering these questions, please see the definitions at the end of this section.

9.5. Have you or any family members who are applying with you ever been charged in any country with a criminal offence for which you have not yet been tried in court? Yes No

9.6. In times of either peace or war have you or any family members who are applying with you ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide? Yes No

9.7. Have you or any family members who are applying with you ever been involved in, supported or encouraged terrorist activities in any country? Yes No

9.8. Have you or any family members who are applying with you ever been a member of, or given support to, an organisation which has been concerned in terrorism? Yes No

9.9. Have you or any family members who are applying with 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 No

9.10. Have you or any family members who are applying with you ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes No

9.11. How long have you lived in the UK? Years Months

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

9.12. 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

9.13. If you have answered yes to question 9.5, 9.6, 9.7, 9.8, 9.9 or 9.10, 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.

SECTION 9 – PERSONAL HISTORY

DEFINITIONS

For the purposes of answering questions 9.5 to 9.10 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/ukpga_20010017_en_1 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 family members 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 offenses 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 damages to property, or 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 10 – PHOTOGRAPHS

You must provide the relevant photographs specified below. They must be in the format specified in the separate Home Office photograph guidance. 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 confirm the photographs you are providing and enclose them in a small sealed envelope attached to section 1 as instructed there.

- Two recent identical colour passport-size photographs of yourself with your name written on the back of each one. Please see the guidance notes for information on what types of photograph are acceptable.
- Two recent identical colour passport-size photographs of each family member included in section 2 for whom a document certifying permanent residence is required, with their name written on the back of each one.

SECTION 11 – DOCUMENTS

For your application to be complete, 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 box(es) to show the documents you are providing.

The documents must be originals. Any which are not in English must be accompanied by a reliable English translation.

Please note that in some cases, we may have to ask for other documentation in addition to those specified below.

- Your current passport or ID card. If you last entered the UK on a previous passport or ID card, please also provide this document if you have it. If you do not have a passport or ID card, you must provide another form of identity.
- The current passport(s) or ID card(s) of each family member included in section 2 for whom a document certifying permanent residence is required. If they do not have a passport or ID card, you must provide another form of identity.
- If Section 4 (Retained Rights) has been completed: evidence as applicable such as your EEA national family member's death certificate or proof they have left the UK. Proof of a child or grandchild attending an educational course.
- If Section 5 (Permanent residence due to death of EEA national family member) has been completed: evidence of your EEA national working or being self employed as stated in the relevant sections below. Proof that you resided with them immediately prior to their death. Proof that your EEA national family member lived in the UK for at least the 2 years prior to their death as stated in the relevant section below or that their death was as a result of an accident at work or occupational disease such as their death certificate.

- If section 6 (Surinder Singh cases) has been completed: evidence that you and your British citizen family member resided in another EEA member state at a time when they were a worker or self-employed person in that member state, such as tenancy agreements, bank statements, utility bills. Evidence that you and your British citizen family member have resided continuously in the UK following your return from the EEA state in which your UK family member was a worker or self-employed person.
- For time spent in employment: this can include contracts of employment, letter(s) from your employer(s) confirming your employment, wage slips or P60s covering the 5-year continuous residence should be provided. These should feature a full National Insurance Number rather than a temporary one. If you were required to be registered on the Worker Registration Scheme or to hold an accession worker authorisation document at any time during your 5-years continuous residence, you must provide your worker registration card and all worker registration certificates, or your worker authorisation document(s) (for example, your accession worker card), together with proof of your employment with each employer named on the certificate or card.
- For time spent in self-employment: this can include evidence to show you are self-employed, e.g. a lease on business premises, HM Revenue and Customs (HMRC) self-assessment forms, business bank statements, invoices or receipts or National Insurance contributions.
- For time spent as a student: Evidence of a school, college or university letter confirming enrolment on a course of study, evidence of comprehensive sickness insurance (see section below on comprehensive sickness insurance) and evidence of funds available to you such as a bank statement, a document confirming the receipt of a grant or scholarship, or a declaration of sufficient funds.
- For time spent as economically self-sufficient: this can include evidence of comprehensive sickness insurance for yourself and any family members included in your application (see section below on comprehensive sickness insurance) and of funds to show you are economically self-sufficient, e.g. a bank statement. If these funds come from a family member, evidence of their employment or funds should be supplied. Evidence to show you are retired, e.g. document(s) confirming the receipt of a pension.
- For time spent seeking work: this can include evidence of your unemployment such as letters from your last employer. Evidence that you have registered as unemployed with Jobcentre Plus or a recruitment agency. Evidence of seeking work e.g. copies of application forms or letters of rejection or invite to interview from potential employers. Evidence of vocational or academic qualifications.
- If you have stopped working or being self-employed due to permanent incapacity: this can include evidence to show you are permanently incapacitated, e.g. a consultant's letter or medical report confirming permanent incapacity along with proof of having previously been in employment or self-employment. You must also provide proof of either residing in the UK for the 2 years immediately before you stopped work or being self-employed, or proof that your incapacity is as a result of an accident at work or occupational disease that entitles you to a pension paid in full or part by an institution in the UK.

- If you have stopped working or being self-employed due to early retirement or reaching state pension age: this can include proof that you have resided in the UK for at least the 3 years immediately before you retired and that you were working or self-employed for at least 12 months immediately before you retired.

As evidence of comprehensive sickness insurance (This requirement only applies to persons exercising Treaty rights as students or self-sufficient persons.):

- You must provide either a private comprehensive sickness insurance policy document that covered for medical treatment in the majority of circumstances, or a European Health Insurance Card (EHIC) that covered the 5-year period of residence in the UK.

As evidence of residence in the UK by you and your family members both currently and continuously over 5 years:

- Proof of residence: this can include tenancy agreements, utility bills and bank statements. For children this could include letters from their school.

As evidence of relationships:

- For family relationships: this can include marriage certificates, civil partnership certificates or birth certificates.
- For unmarried partners: proof that you continue to be in a durable relationship. Such as joint bank or building society statements, joint tenancy agreements, council tax bills or evidence that you have both continued to pay utility bills at the property at which you reside.

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 should sign it.

I hereby apply for a document certifying permanent residence for myself and any EEA national family members 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 family members applying with 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.

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 can be used can be obtained on 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 document certifying permanent residence by means which include deception.

Signed

Date

PHOTOGRAPHS AND DOCUMENTS CHECKLIST

Please complete this part of the form to help us check that we have received your photographs and documents and to keep a record of them while they are with us. 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 family members			
Passports			
ID cards			
BRP cards			
Contracts of employment/employers letter/wage slips/P60s			
A lease/HMRC form/NI contributions/Accountants letter			
Bank statements/invoices/receipts			
School/college/university letter			
Comprehensive sickness insurance document/EHIC			
Pension document			
Consultant's letter/medical report			
Evidence of funds			
Utility bills/tenancy agreements			
Birth certificates			
Marriage/Civil Partnership certificate			
EEA national family member's death certificate/ proof they have left the UK			

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

Is EEA3 the right form for you and is it valid for use? See date on front page

Have you completed all relevant sections of the form as specified?

Have you paid the specified fee? See payment guidance notes.

Have you sent the documents and photographs specified in section 10 and 11 as listed above?

Current passport(s) or ID cards(s) including those for family members

Photographs

Worker registration card and all worker registration certificate(s)

All other relevant documents specified in section 11

Have you, or your parent/guardian if you are under 18, signed and dated the declaration in section 12?

If you are unable to send us any of the documents specified in section 11 which are relevant to your application have you given an explanation and said when you will be able to send them?

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

Home Office
European Applications -EEA3
PO Box 590
Durham
DH99 1AD