

## Replacement BRP Application Form Guidance – In the UK

If you have lost your BRP card and you are in the UK, you can apply for a replacement card here:

<https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>

**Please note that you must apply for a replacement BRP within 3 months of losing it. If you don't you could have to pay a fine of up to £1000 and be made to leave the UK.**

Follow this guide to help you complete the application form. Once you have entered your details into the form, click 'Return to this application later', and then book an appointment to see an International Student Adviser.

At your appointment, we can check the form for errors and you can pay the application fee. We will then post any required documents to the UKVI for you and we'll keep track of the progress of your application.

Please remember the example below is just to give you an idea of what to expect when completing the form. You must ensure you complete your application with all details relevant to your own circumstances.

The form is intelligent so the questions will alter depending on the answers you provide; you may have slightly different questions than appear in the example below.

*If you have lost your BRP card and you are outside of the UK, you'll need to apply for a different type of visa in order to re-enter the country. Please see our [website](#) for how to do this.*

### Contents

1) Creating your application.....	2
2) Name, contact and personal details .....	5
3) Criminal convictions, war crimes and terrorism.....	10
4) Immigration history and changes to personal details .....	12
5) BRP details and reporting the loss or theft to the police and Home Office.....	15
6) Checking your answers and signing out.....	18

## 1) Creating your application

a) On the application form home page, click '[report it and order a replacement online](#)'

**If your BRP is lost or stolen**

You can report your biometric residence permit (BRP) lost or stolen from inside or outside the UK. You can only order a replacement from inside the UK.

The Home Office will contact you within 1 working day of reporting it.

You can get someone to report for you, for example a legal representative, a charity, employer, college or university.

You will not be able to use your BRP if you find it after you report it lost or stolen.

**You're in the UK**

If your lost or stolen BRP was valid for 3 months or more, [report it and order a replacement online](#). You must do this within 3 months of losing it.

**!** You can be fined up to £1,000 and made to leave the UK if you do not apply for a replacement within 3 months.

If your BRP was valid for less than 3 months, you do not have to get a replacement. [Report a BRP lost or stolen if you do not need replacement](#).

Click here

If your BRP card is valid for less than 3 months, you don't need to get a replacement, but you should still report it lost to the Home Office.

b) On the next page, click '[Apply now](#)'

need to provide and what fees you may need to pay.

**How to apply**

To apply for a replacement BRP you need to:

- fill in the application form
- have your documents ready
- pay the application fee
- have your biometrics taken (fingerprints and a photo)

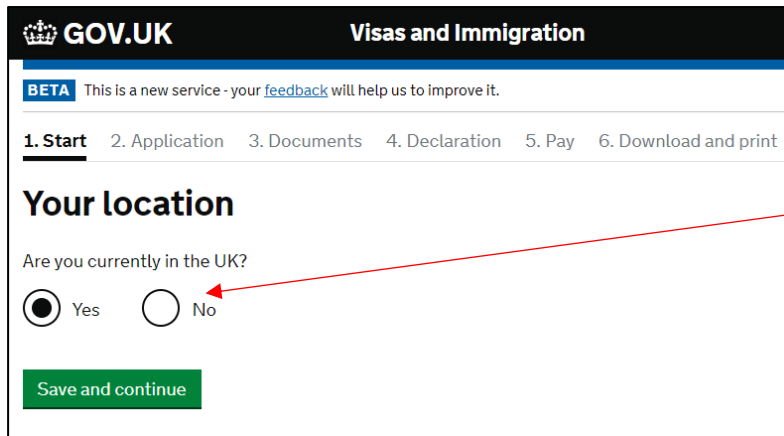
You will be able to save your application and come back to it another time if you need to.

**How we use your data**

The Home Office will use the personal information you provide to consider your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the [Privacy Notice for the Border, Immigration and Citizenship system](#). This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

[Apply now](#)

- c) You will be asked for your location. You can only use this form if you are applying to replace your BRP card from within the UK. If you are not in the UK you'll need to apply for a 'replacement BRP visa' instead in order to re-enter the UK. Once you have returned to the UK you can follow this guide to replace your BRP card.



The screenshot shows the GOV.UK 'Visas and Immigration' form. The header includes the GOV.UK logo and the title 'Visas and Immigration'. Below the header, there is a 'BETA' notice: 'This is a new service - your [feedback](#) will help us to improve it.' A progress bar shows six steps: 1. Start (selected), 2. Application, 3. Documents, 4. Declaration, 5. Pay, and 6. Download and print. The main heading is 'Your location'. The question is 'Are you currently in the UK?'. There are two radio buttons: 'Yes' (selected) and 'No'. A green 'Save and continue' button is at the bottom.

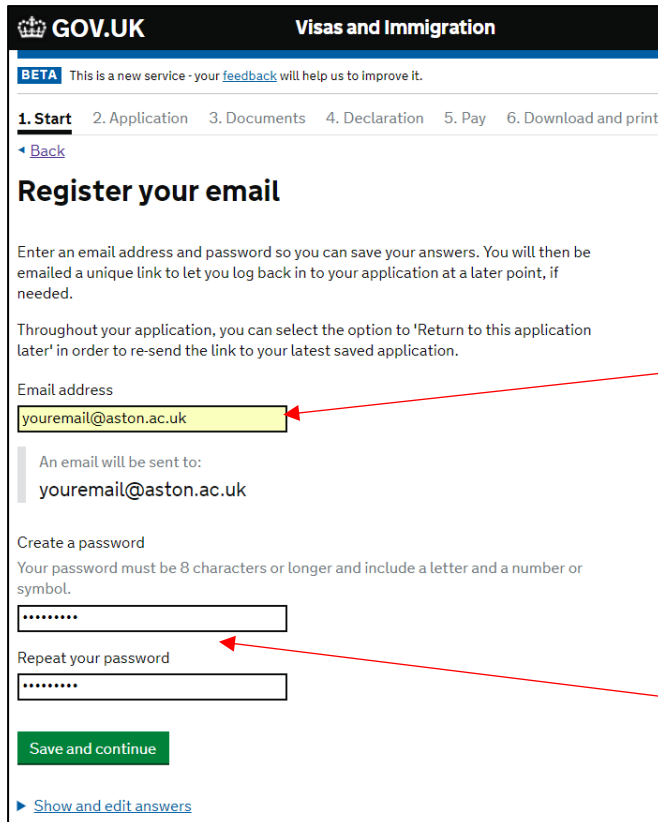
If you have lost your BRP and you are outside of the UK, see our [website](#) for how to apply for a replacement BRP visa first.

- d) Select 'no' when you are asked if you have an immigration adviser – you can then use your own email address and password to complete the form.



The screenshot shows the GOV.UK 'Visas and Immigration' form. The header includes the GOV.UK logo and the title 'Visas and Immigration'. Below the header, there is a 'BETA' notice: 'This is a new service - your [feedback](#) will help us to improve it.' A progress bar shows six steps: 1. Start (selected), 2. Application, 3. Documents, 4. Declaration, 5. Pay, and 6. Download and print. A blue 'Back' link is visible. The main heading is 'Immigration adviser'. The question is 'Do you have an immigration adviser?'. Below the question, there is explanatory text: 'Immigration advisers can advise you on matters relating to immigration and citizenship. For more information, click [here](#).' There are two radio buttons: 'Yes' (unselected) and 'No' (selected). A green 'Save and continue' button is at the bottom. A blue 'Show and edit answers' link is at the bottom left.

e) Enter your email address and password



Make sure to use an email address that you check regularly – the UKVI will use this email for all correspondence about your application.

You'll receive an email containing a link that you can use to return to your application later.

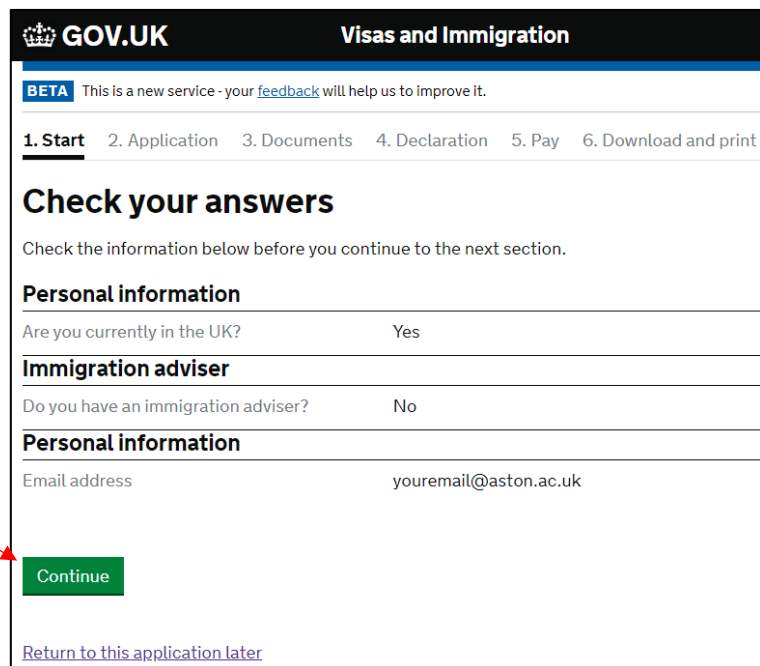
Please note the password requirements.

To return to your application later you'll just need the email link and your password.

f) Check your details

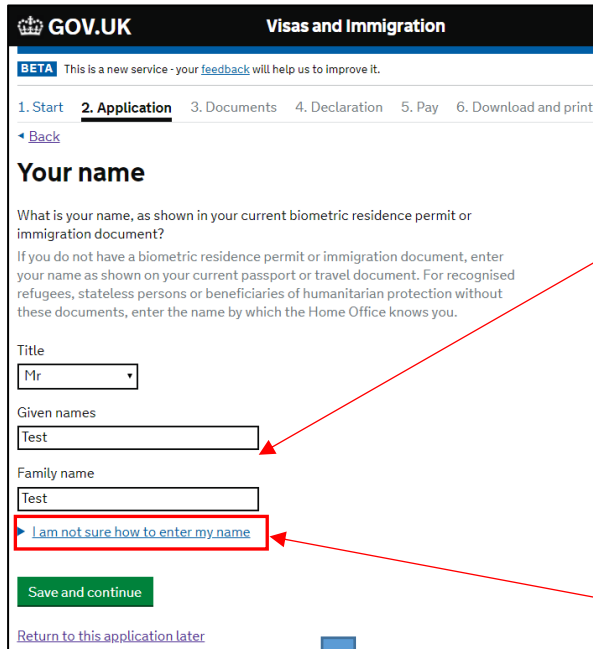
Just check that your email address is correct, and then click continue.

This will create your application, so you can now log out and return later if you need to.



## 2) Name, contact and personal details

a) Enter your name exactly as it appears on your BRP card



**GOV.UK** Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Your name

What is your name, as shown in your current biometric residence permit or immigration document?

If you do not have a biometric residence permit or immigration document, enter your name as shown on your current passport or travel document. For recognised refugees, stateless persons or beneficiaries of humanitarian protection without these documents, enter the name by which the Home Office knows you.

Title  
Mr

Given names  
Test

Family name  
Test

[I am not sure how to enter my name](#)

Save and continue

[Return to this application later](#)

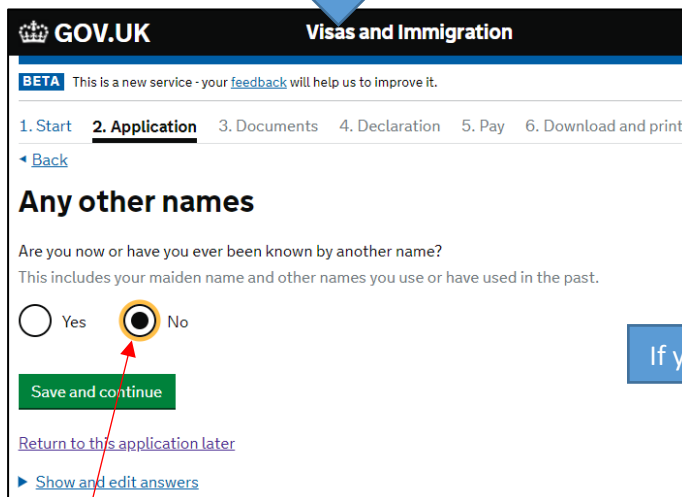
Given name = first name

Family name = second name

If you need a copy of your BRP card, just get in touch with the Visa Advice team – [astoninternational@aston.ac.uk](mailto:astoninternational@aston.ac.uk)

If you don't have either a family name or a given name, click this link.

Then click 'I do not have both a given and a family name', and enter your name in the box that appears.



**GOV.UK** Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Any other names

Are you now or have you ever been known by another name?  
This includes your maiden name and other names you use or have used in the past.

Yes  No

Save and continue

[Return to this application later](#)

[Show and edit answers](#)

If yes

If you have never officially changed your name, then select no for this question.

If you have officially changed your name (e.g. due to marriage or another reason) then select yes for this question.

On the next screen, enter all of your previous names.



**GOV.UK** Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Details of your other name

What is your other name?  
If you do not have a biometric residence permit or immigration document, enter your name as shown on your current passport or travel document. For recognised refugees, stateless persons or beneficiaries of humanitarian protection without these documents, enter the name by which the Home Office knows you.

Other title  
Mr

Other given names  
Other Name

Other family name  
Other Name

[I am not sure how to enter my name](#)

Save and continue [Remove this name](#)

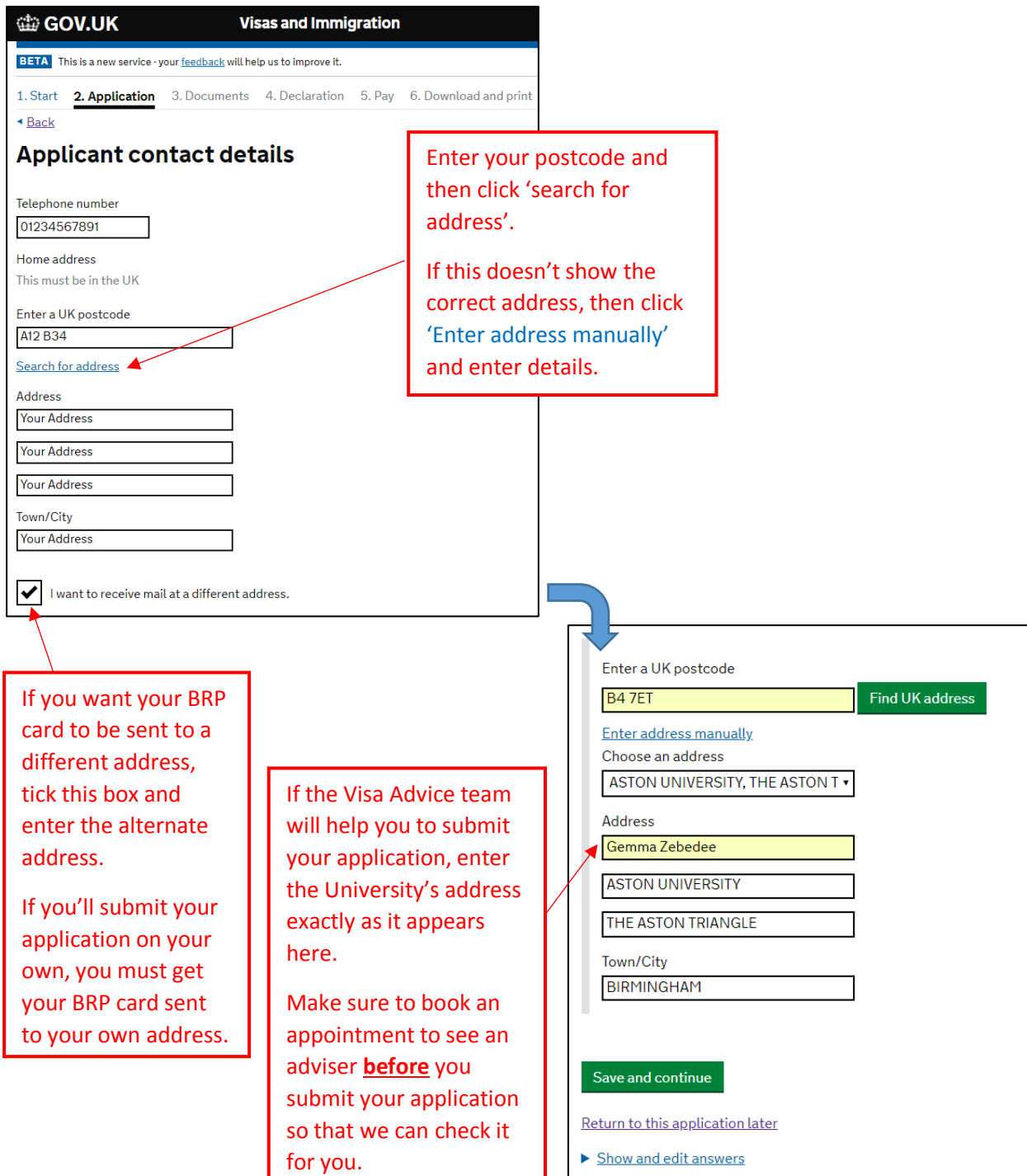
[Return to this application later](#)

[Show and edit answers](#)

- b) Enter your contact details – you’ll need to provide a valid phone number and UK address. This is the address that your BRP card will be delivered to, so it’s important that you are able to receive post at the address that you enter.

If the Visa Advice team will be helping you to submit your application, then you can have your BRP card delivered to the University (you can then collect it from the Hub).

If you’ll submit your application on your own, send the BRP card to your own address.



**GOV.UK Visas and Immigration**

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Applicant contact details

Telephone number  
01234567891

Home address  
This must be in the UK

Enter a UK postcode  
A12 B34

[Search for address](#)

Address  
Your Address  
Your Address  
Your Address

Town/City  
Your Address

I want to receive mail at a different address.

Enter your postcode and then click 'search for address'.

If this doesn't show the correct address, then click 'Enter address manually' and enter details.

If you want your BRP card to be sent to a different address, tick this box and enter the alternate address.

If you'll submit your application on your own, you must get your BRP card sent to your own address.

If the Visa Advice team will help you to submit your application, enter the University's address exactly as it appears here.

Make sure to book an appointment to see an adviser **before** you submit your application so that we can check it for you.

Enter a UK postcode  
B4 7ET Find UK address

[Enter address manually](#)

Choose an address  
ASTON UNIVERSITY, THE ASTON T ▾

Address  
Gemma Zebedee  
ASTON UNIVERSITY  
THE ASTON TRIANGLE

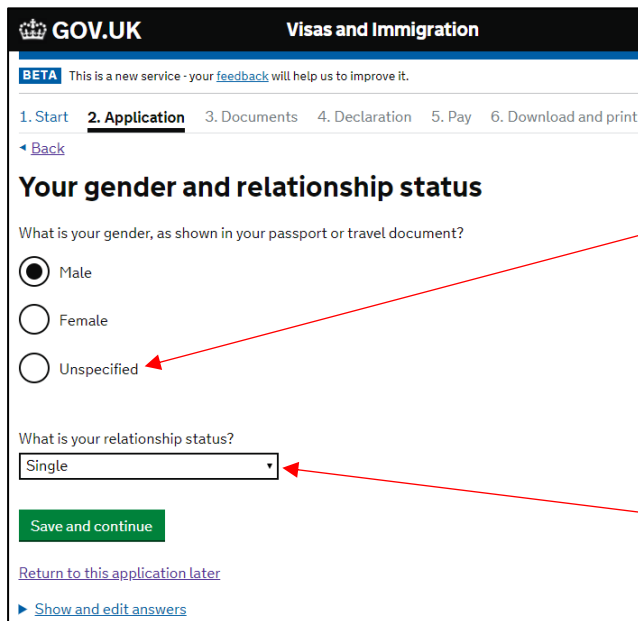
Town/City  
BIRMINGHAM

Save and continue

[Return to this application later](#)

[▶ Show and edit answers](#)

- c) Enter your personal details, including your gender, relationship status, nationality and date and country of birth. Information should appear as it is in your passport.



**GOV.UK** Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Your gender and relationship status

What is your gender, as shown in your passport or travel document?

Male  
 Female  
 Unspecified

What is your relationship status?  
 Single

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you'd rather not state your gender, you can select 'unspecified' here

If you have a partner (e.g. boyfriend or girlfriend) that you don't live with, you can still select 'single' here.

If you live with your partner, you can select 'unmarried partner'



Enter your main nationality here. This should be the same nationality that appears on your BRP card.

If you hold more than one nationality, click here and enter all of your nationalities.



**GOV.UK** Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Your nationality, date and country of birth

You must enter all the nationalities you hold.

Country of nationality  
 Australia

[+ Add another nationality?](#)

Date of birth  
 Enter date in the format DD MM YYYY

Day	Month	Year
01	01	2000

Country of birth  
 Australia

Place of birth  
 Sydney

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

Enter your place of birth as it appears on your passport. If your passport doesn't have this information, just enter the city where you were born.

d) Enter your passport details

If you need a copy of your passport, just get in touch with the Visa Advice team who should have it on file – [astoninternational@aston.ac.uk](mailto:astoninternational@aston.ac.uk)

If you have recently replaced your passport, you should enter the details of your new passport.



**GOV.UK** Visas and Immigration

**BETA** This is a new service - your [feedback](#) will help us to improve it.

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Your passport

Do you have your passport, or a copy of the information on the photo page?

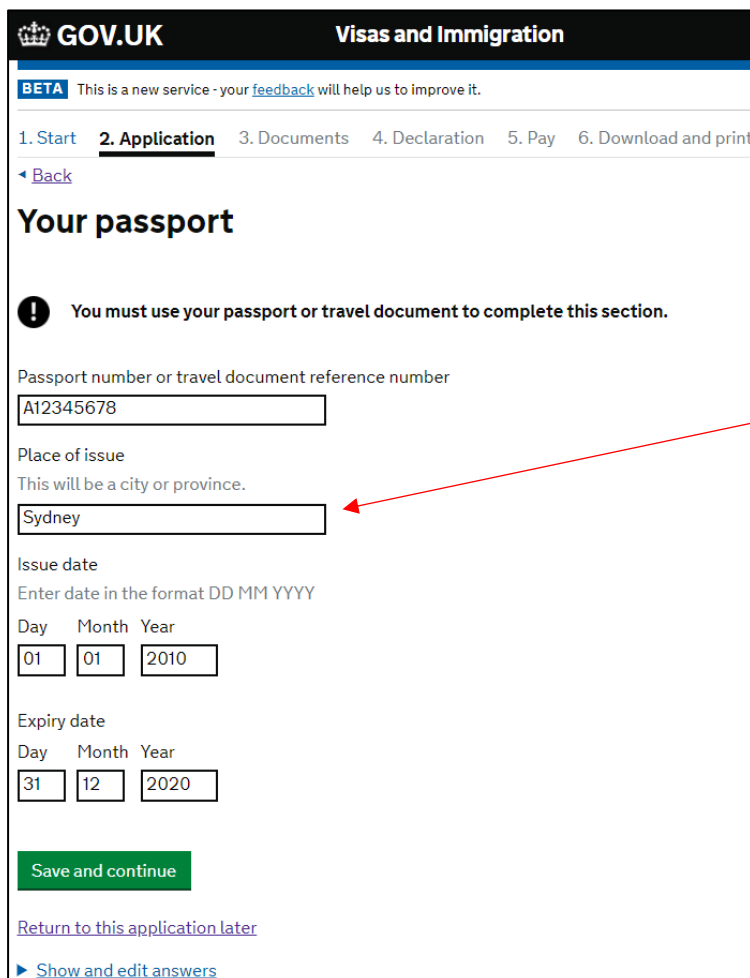
Yes  No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you don't have your passport or a copy for any reason, get in touch with the Visa Advice team for advice.

**GOV.UK** Visas and Immigration

**BETA** This is a new service - your [feedback](#) will help us to improve it.

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Your passport

**!** You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Place of issue  
 This will be a city or province.

Issue date  
 Enter date in the format DD MM YYYY  
 Day Month Year

Expiry date  
 Day Month Year

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

Check your passport for this information. Place of issue is normally a city, province or state but could also be an official government body.



- e) Enter your National Insurance number (NINO) if you have one. If you don't have one then declare it here.

A National Insurance number (NINO) is a number used in the United Kingdom for the administration of tax and the National Insurance or social security system. If you have a job in the UK then you should have applied for a NINO.

If you have never had a job in the UK then you don't need a NINO, and it's unlikely you will have applied for one.



The screenshot shows the GOV.UK 'Visas and Immigration' application page. The page title is 'Your National Insurance number'. It asks 'What is your current National Insurance number?' and provides an example 'QQ 12 34 56 C'. There is an empty text input field. Below the input field is a checkbox that is checked, with the text 'I do not have a National Insurance number, or I have a temporary one'. A red arrow points from a red-bordered box containing instructions to this checkbox. At the bottom of the form is a green 'Save and continue' button. There are also links for 'Return to this application later' and 'Show and edit answers'.

If you don't have a job and have never applied for a NINO, just tick this box and then click 'save and continue'.

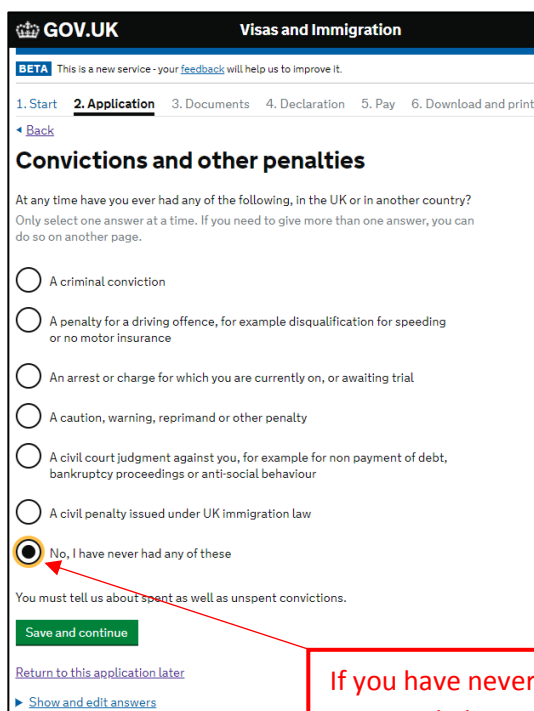
### 3) Criminal convictions, war crimes and terrorism

Although this next section is relatively short, it is extremely important that all information is as accurate as possible

**Important point:** If you have had a previous visa refusal or have a previous crime/penalty, it does not necessarily mean that your visa application will be refused. It is just important that you declare any refusals or crimes as the UKVI will conduct mandatory background checks on all applications. If they find out you did not declare a previous refusal or crime/penalty, even if it was a very minor one, then the UKVI can automatically refuse an application and apply a 10 year ban from the UK for “deception”. This kind of refusal is extremely hard to challenge and can really detriment your future study in the UK

Ignorance is not an excuse. If an agent is completing this application on your behalf, make sure they know about any previous visa refusals and also make sure that you are aware of any past refusals if you travelled when you were younger with your parents.

- a) This next question is about crimes and civil penalties (fines) for both the UK and other countries, including your own. You should declare anything which could constitute a crime or civil penalty, even if you think it was very minor (e.g. a parking/speeding ticket) as it is better to declare issues than possibly be accused of *deception* later.



**GOV.UK Visas and Immigration**

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?  
Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

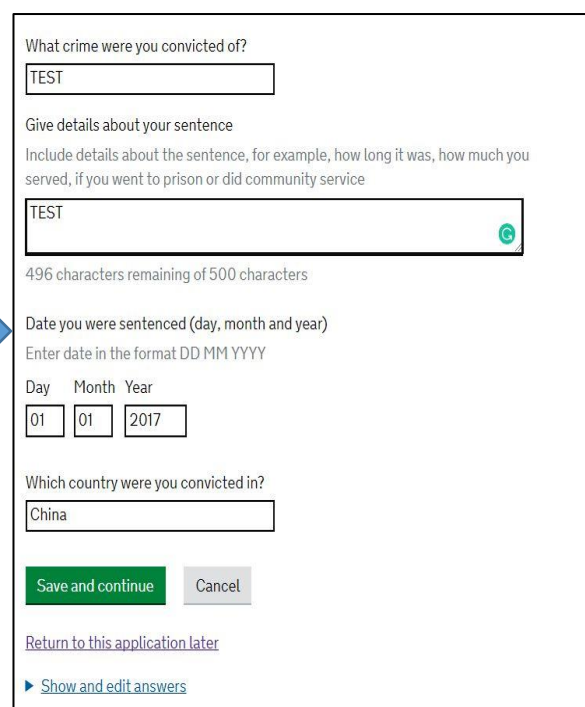
- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

You must tell us about **spent** as well as unspent convictions.

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

What crime were you convicted of?

Give details about your sentence  
Include details about the sentence, for example, how long it was, how much you served, if you went to prison or did community service

496 characters remaining of 500 characters

Date you were sentenced (day, month and year)  
Enter date in the format DD MM YYYY

Day Month Year

Which country were you convicted in?

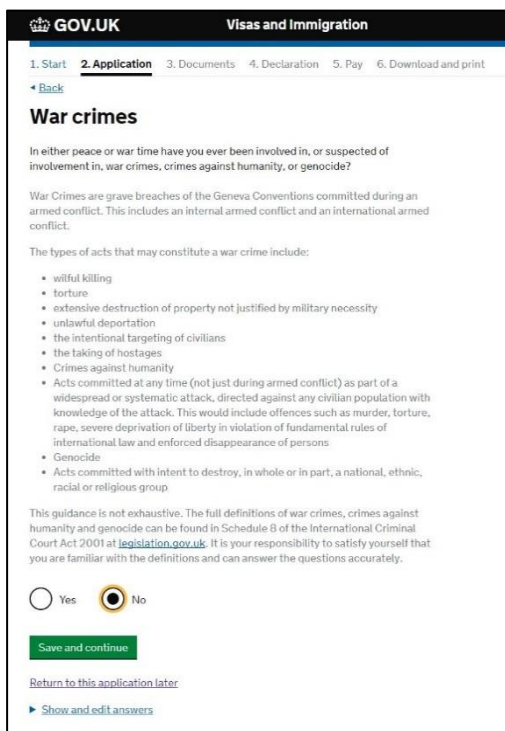
[Save and continue](#) [Cancel](#)

[Return to this application later](#)

[Show and edit answers](#)

If you have never had any convictions or other penalties, select 'no' and continue.

b) The next few questions will ask about “War Crimes, Terrorist activities, links to Terrorist Organisations and if you hold any Terrorist views”. You should answer honestly; if you do state yes to any of these questions, another box will appear where you can give further information. For example, if you have previously given support to a terrorist organisation, but now denounce and no longer support them, it would be best to explain the link instead of omitting it. Any omissions which come to light later during the UKVI mandatory background checks will likely result in you being accused of deception, and you could face a ban from the UK.



**GOV.UK** Visas and Immigration

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### War crimes

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

War Crimes are 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
- 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, ethnic, racial or religious group

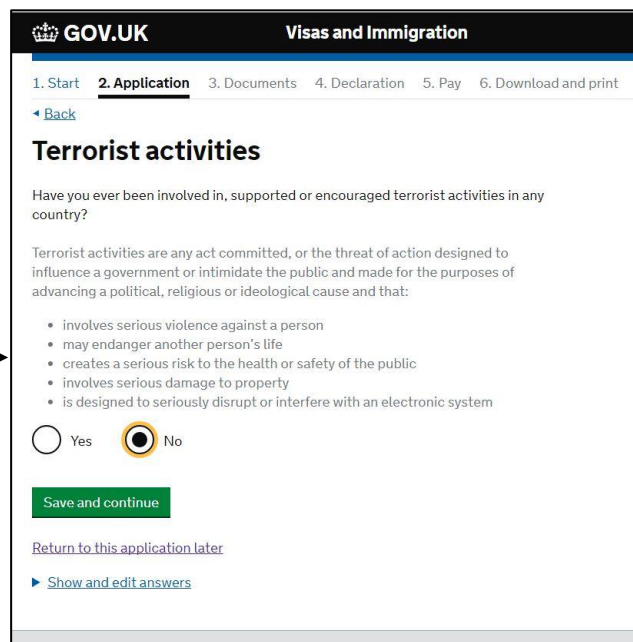
This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [legislation.gov.uk](https://www.legislation.gov.uk). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

Yes  No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)



**GOV.UK** Visas and Immigration

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Terrorist activities

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

Terrorist activities are 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:

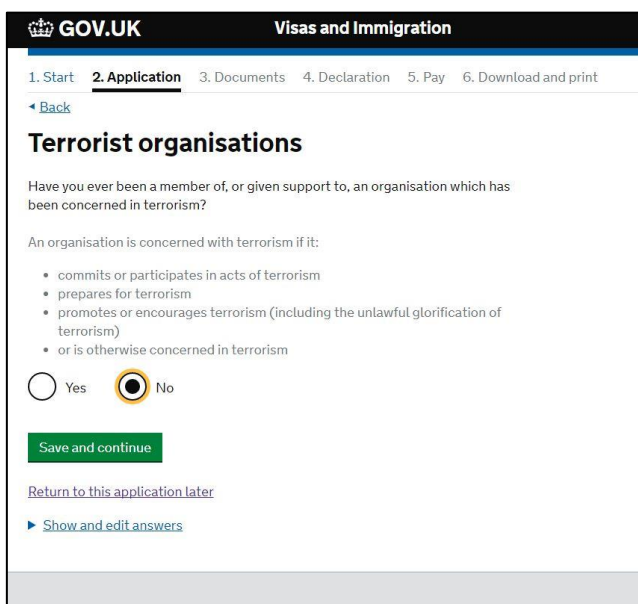
- involves serious violence against a person
- may endanger another person's life
- creates a serious risk to the health or safety of the public
- involves serious damage to property
- is designed to seriously disrupt or interfere with an electronic system

Yes  No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)



**GOV.UK** Visas and Immigration

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Terrorist organisations

Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

An organisation is concerned with terrorism if it:

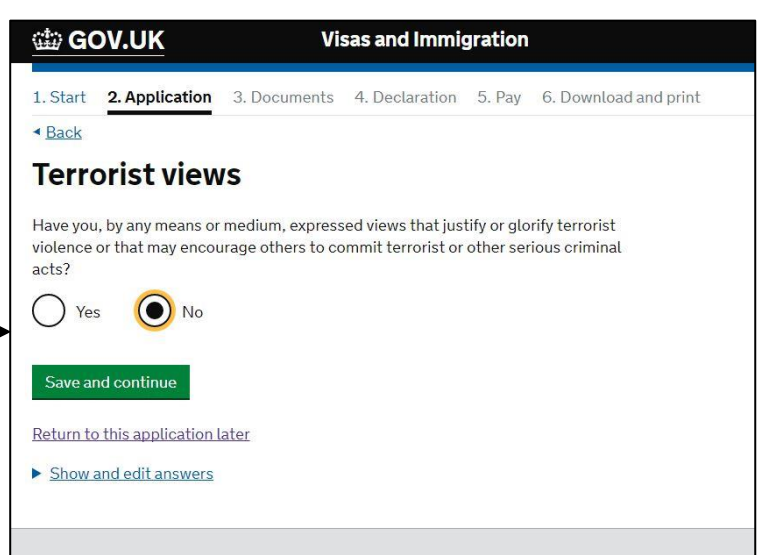
- commits or participates in acts of terrorism
- prepares for terrorism
- promotes or encourages terrorism (including the unlawful glorification of terrorism)
- or is otherwise concerned in terrorism

Yes  No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)



**GOV.UK** Visas and Immigration

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Terrorist views

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

Yes  No

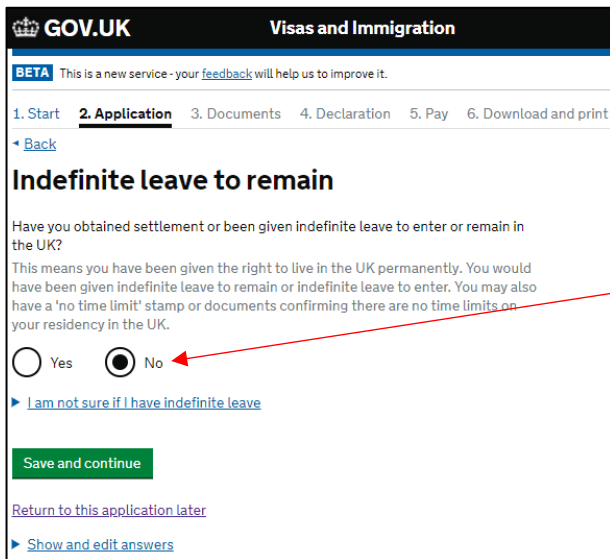
[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

## 4) Immigration history and changes to personal details

a) Confirm if you have indefinite leave to remain in the UK



**GOV.UK** Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Indefinite leave to remain

Have you obtained settlement or been given indefinite leave to enter or remain in the UK?

This means you have been given the right to live in the UK permanently. You would have been given indefinite leave to remain or indefinite leave to enter. You may also have a 'no time limit' stamp or documents confirming there are no time limits on your residency in the UK.

Yes  No

[I am not sure if I have indefinite leave](#)

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

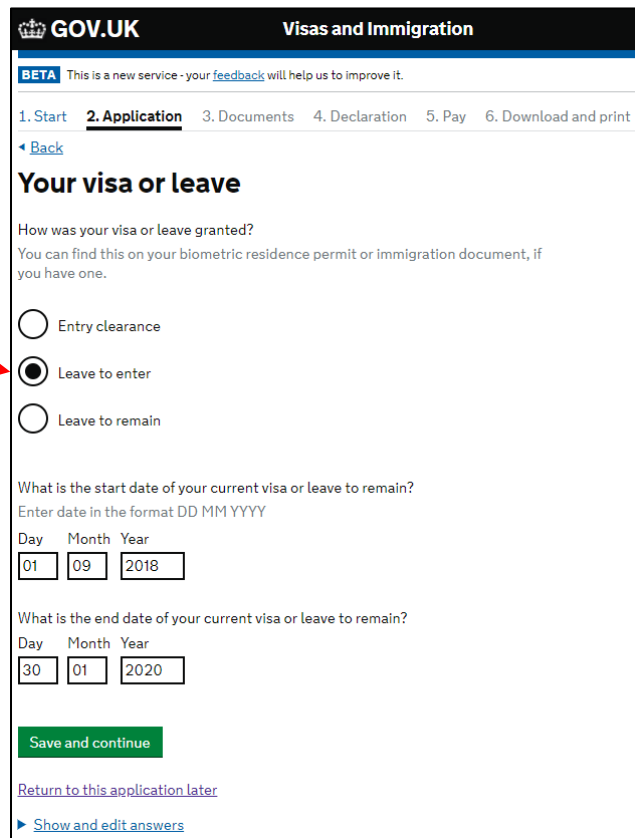
Indefinite leave to remain (ILR) means that you have the right to live in the UK permanently.

A Tier 4 visa is only temporary. If you have a Tier 4 visa, you should select 'no' to this question.

If you do have ILR, select 'yes' and enter the date that you got it.

b) Confirm the details of your current visa. You should enter these details exactly as they appear on your BRP card.

The Visa Advice team can provide you with a scan of your BRP card to help you complete this section.



**GOV.UK** Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Your visa or leave

How was your visa or leave granted?

You can find this on your biometric residence permit or immigration document, if you have one.

Entry clearance

Leave to enter

Leave to remain

What is the start date of your current visa or leave to remain?

Enter date in the format DD MM YYYY

Day Month Year

What is the end date of your current visa or leave to remain?

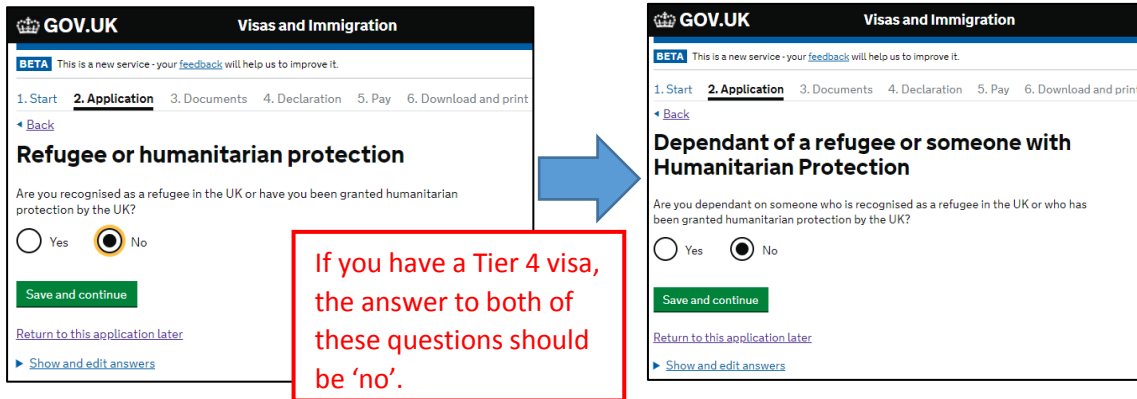
Day Month Year

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

- c) Confirm if you have refugee status/humanitarian protection or if you are in the UK as the family member of someone who does. Your BRP card should state if you have either of these types of immigration permission.



**Refugee or humanitarian protection**

Are you recognised as a refugee in the UK or have you been granted humanitarian protection by the UK?

Yes  No

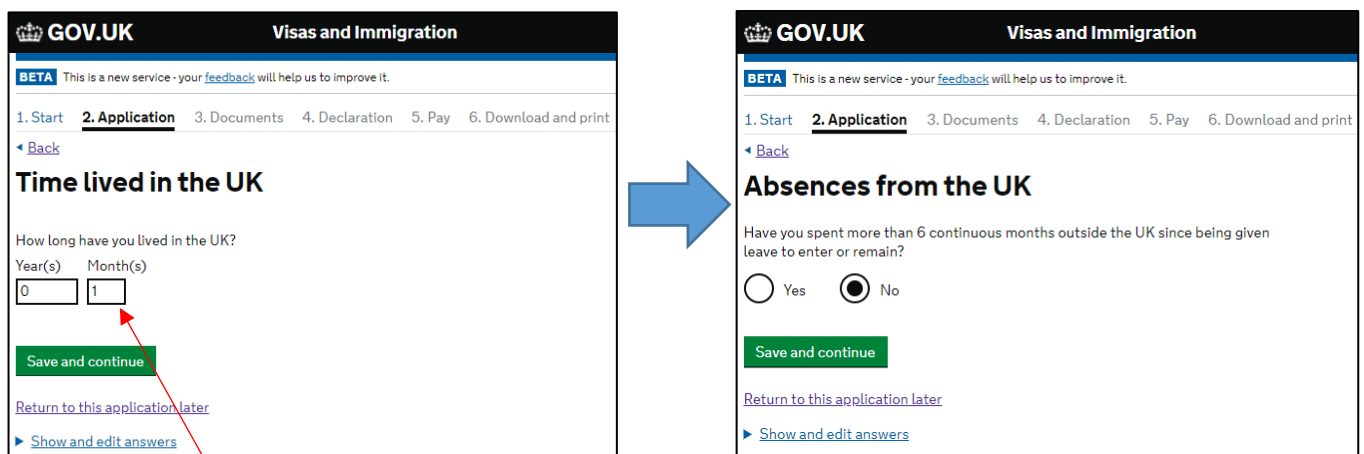
**Dependant of a refugee or someone with Humanitarian Protection**

Are you dependant on someone who is recognised as a refugee in the UK or who has been granted humanitarian protection by the UK?

Yes  No

**If you have a Tier 4 visa, the answer to both of these questions should be 'no'.**

- d) State the amount of time in total that you have lived in the UK. Then, state whether you have spent more than 6 months outside of the UK since you got your visa.



**Time lived in the UK**

How long have you lived in the UK?

Year(s) Month(s)

**Absences from the UK**

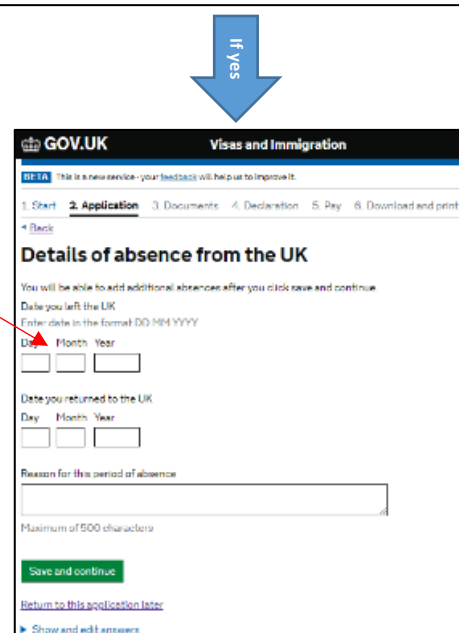
Have you spent more than 6 continuous months outside the UK since being given leave to enter or remain?

Yes  No

Round up to the nearest month. If you have your passport, you can check the entry stamp/s to find out when you entered the UK.

If you answer yes, enter details of any absences from the UK since you got your visa.

If you have a Tier 4 visa, this question should not apply to you, because you wouldn't be able to be absent from the UK for this amount of time.



**Details of absence from the UK**

You will be able to add additional absences after you click save and continue.

Date you left the UK

Enter date in the format DD MM YYYY

Day Month Year

Date you returned to the UK

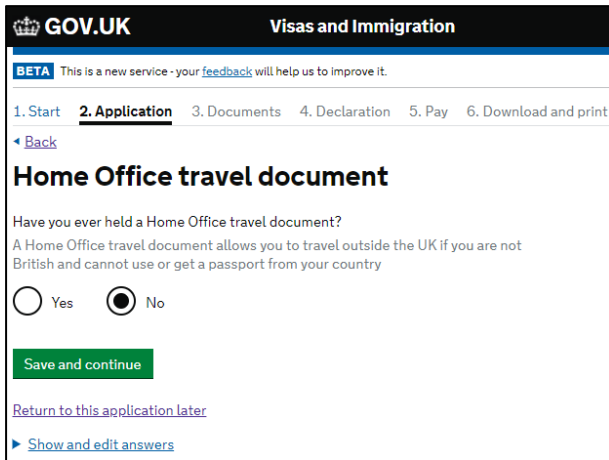
Day Month Year

Reason for this period of absence

Maximum of 500 characters

**YES**

- e) If you have ever held a Home Office travel document, select yes to this question. If not, select no.



**GOV.UK** Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Home Office travel document

Have you ever held a Home Office travel document?  
A Home Office travel document allows you to travel outside the UK if you are not British and cannot use or get a passport from your country

Yes  No

[Save and continue](#)

[Return to this application later](#)

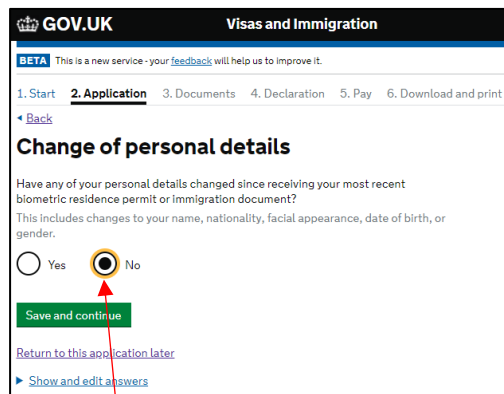
[Show and edit answers](#)

A travel document is a document provided by the UK government for non-British people who cannot get a passport from their own country. You may have held one if you have ever been a refugee in the UK, for example.

If you have always had a passport issued by your own country, select 'no' to this question.

If you select 'yes', then you should enter the details of the travel document if possible.

- f) If any of your personal details (e.g. name, nationality etc.) have changed since you got your most recent BRP card, select yes to this question. You'll then need to provide more information about what has changed. If nothing has changed, just select no.



**GOV.UK** Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Change of personal details

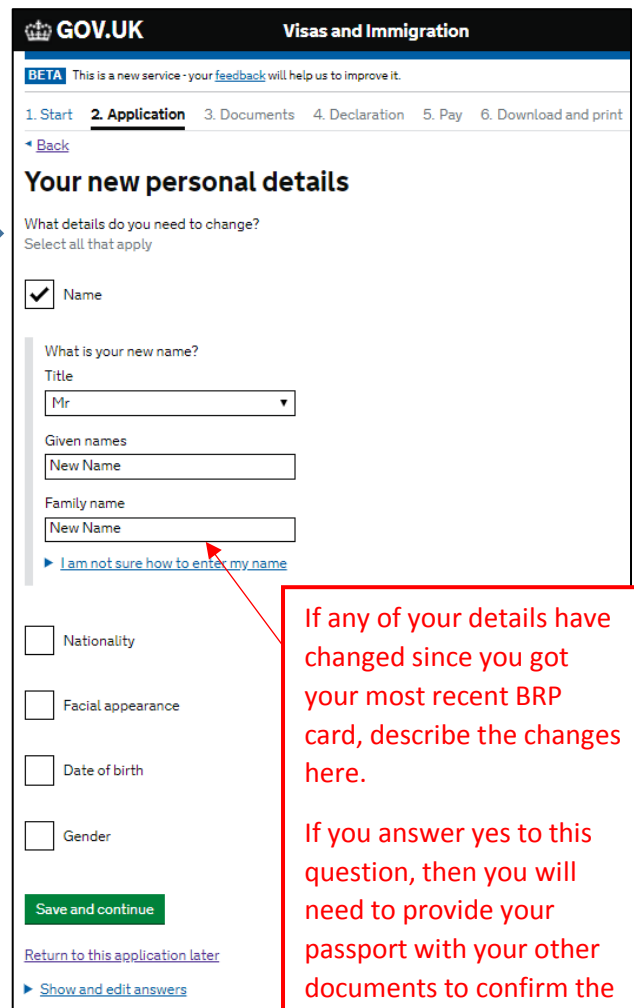
Have any of your personal details changed since receiving your most recent biometric residence permit or immigration document?  
This includes changes to your name, nationality, facial appearance, date of birth, or gender.

Yes  No

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

**GOV.UK** Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Your new personal details

What details do you need to change?  
Select all that apply

Name

What is your new name?

Title  
Mr

Given names  
New Name

Family name  
New Name

[I am not sure how to enter my name](#)

Nationality

Facial appearance

Date of birth

Gender

[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you got your most recent BRP card less than 2 years ago and none of your details have changed since then, you shouldn't need to provide your passport with your application.

If any of your details have changed since you got your most recent BRP card, describe the changes here.

If you answer yes to this question, then you will need to provide your passport with your other documents to confirm the changes.

- g) If you have applied to extend your visa from inside the UK before, enter any reference numbers that you have here.



**GOV.UK** Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Your Home Office reference number

Do you have any Home Office reference numbers?

If you have previously made an application to remain in the UK, you can find a reference number on letters from the Home Office, called 'Our Ref' or 'Case ID'. If not known, select 'No'.

Yes  No

[Save and continue](#)

[Return to this application later](#)

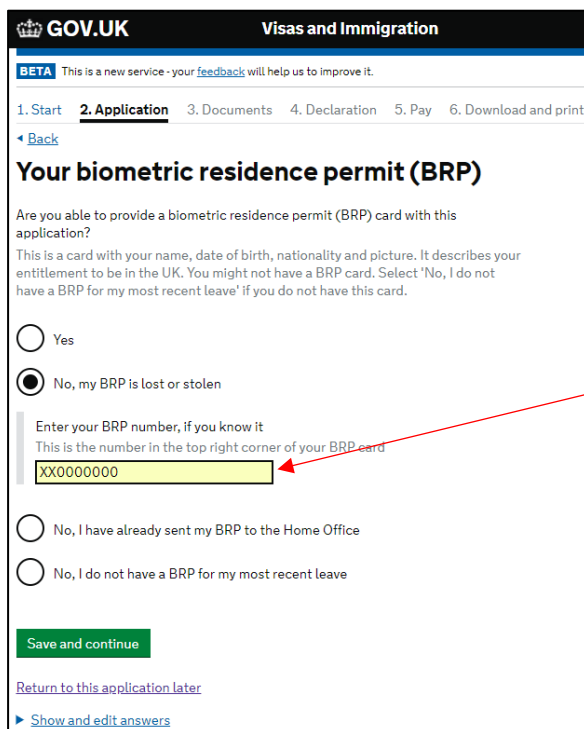
[Show and edit answers](#)

You can find UKVI reference numbers on letters that you have received from them.

If you have only applied for visas from outside of the UK, or you're not sure whether you have any letters from the Home Office, just select 'no' to this question.

## 5) BRP details and reporting the loss or theft to the police and Home Office

- a) Confirm that your BRP card has been lost or stolen and enter your BRP card number



**GOV.UK** Visas and Immigration

BETA This is a new service - your [feedback](#) will help us to improve it.

1. Start 2. **Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

[Back](#)

### Your biometric residence permit (BRP)

Are you able to provide a biometric residence permit (BRP) card with this application?

This is a card with your name, date of birth, nationality and picture. It describes your entitlement to be in the UK. You might not have a BRP card. Select 'No, I do not have a BRP for my most recent leave' if you do not have this card.

Yes

No, my BRP is lost or stolen

Enter your BRP number, if you know it  
This is the number in the top right corner of your BRP card

No, I have already sent my BRP to the Home Office

No, I do not have a BRP for my most recent leave

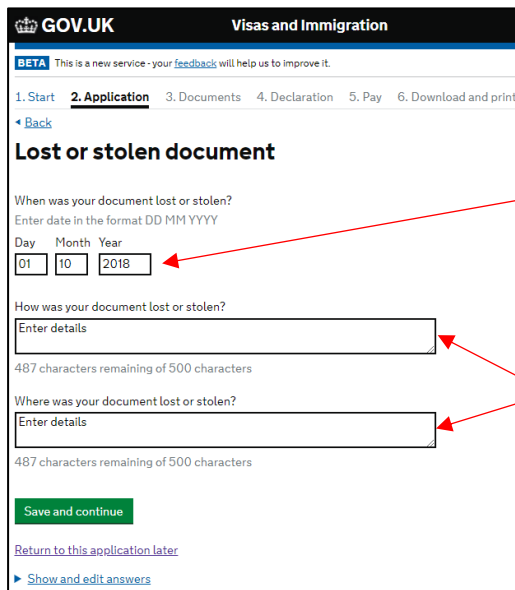
[Save and continue](#)

[Return to this application later](#)

[Show and edit answers](#)

If you need a copy of your BRP card, just get in touch with the Visa Advice service – [astoninternational@aston.ac.uk](mailto:astoninternational@aston.ac.uk)

b) Provide details about how your BRP card was lost or stolen



If you are not sure exactly when you lost your BRP, enter your best estimate here.

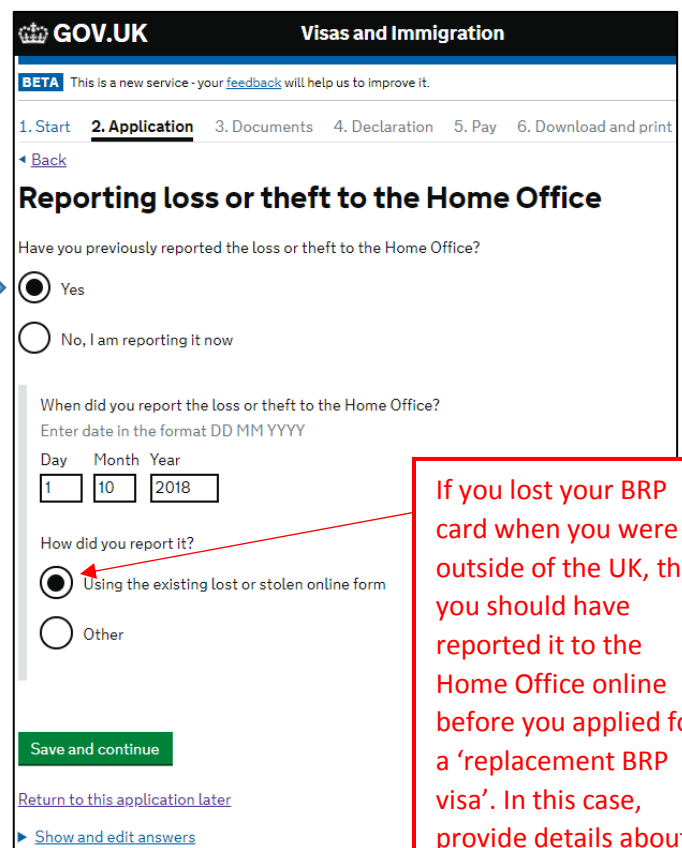
Enter details about how and where you lost your BRP, including the circumstances (e.g. left in a taxi) city, and country.

c) State whether you have already reported that you have lost your BRP card to the Home Office. If you haven't reported it online before, then select that you are reporting it now.

**Important point:** Once you have reported the loss or theft of your BRP card to the Home Office, you must apply to replace your BRP card **within 3 months**. If you don't, you could be liable for a £1000 fine.



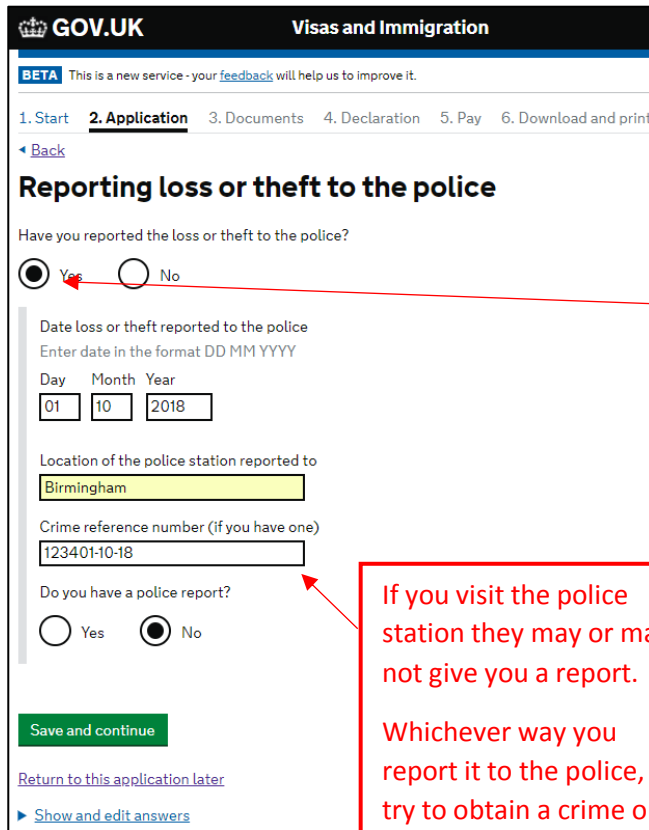

If you are in the UK and you have recently lost your BRP card, then it's fine to report it to the Home Office at the same time as applying for a new BRP card.



If you lost your BRP card when you were outside of the UK, then you should have reported it to the Home Office online before you applied for a 'replacement BRP visa'. In this case, provide details about the first report.



- d) Before you complete the application, you need to report the loss or theft of your BRP card to the police wherever you lost it. Once you have done this, you can enter details of when you made the report to the police, as well as the crime reference number (if you have one).



The screenshot shows the 'Reporting loss or theft to the police' form on the GOV.UK website. The form is part of a 'Visas and Immigration' application process, specifically step 2. It asks if the user has reported the loss or theft to the police. The 'Yes' radio button is selected. Below this, there are fields for the date of the report (01/10/2018), the location of the police station (Birmingham), and the crime reference number (123401-10-18). At the bottom, there is a question 'Do you have a police report?' with the 'No' radio button selected. A green 'Save and continue' button is visible at the bottom left of the form area.

You must report the loss or theft of your BRP card to the police first, otherwise you won't be able to continue with the application.

You can report it to the police by visiting the local police station or by calling the non-emergency police number on 101 and asking for a crime or lost property number.

Some police forces also allow you to report minor crimes and lost property online.

If you visit the police station they may or may not give you a report.

Whichever way you report it to the police, try to obtain a crime or lost property reference number if possible.

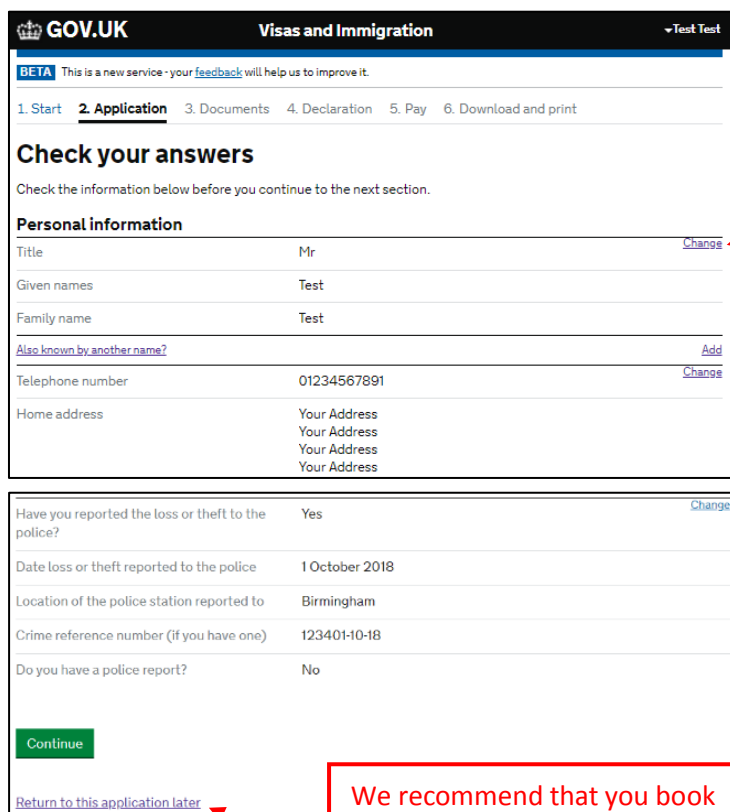
## 6) Checking your answers and signing out

- a) You have now completed the majority of the application, and you can see a summary screen of the information you have entered.

Check over this information to make sure that all of your answers are accurate. If you need to change anything or add any more information, just click the link next to the relevant section.

In the next sections of the application you'll provide consent for the Home Office to run checks on your information, confirm the supporting documents that you will provide, and you'll sign a declaration to confirm that all of the information is true. Once you have done this you'll need to choose the type of application that you'll make (e.g. standard or priority) and then pay the relevant application fee.

Once you get to the 'check your answers' screen, we recommend that you click 'Return to this application later', and then make an appointment to finish off your application with an International Student Adviser. At your appointment we can check the answers in your application and then help you to complete the application.



**GOV.UK** Visas and Immigration Test Test

**BETA** This is a new service - your [feedback](#) will help us to improve it.

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Download and print

### Check your answers

Check the information below before you continue to the next section.

**Personal information**

Title	Mr	<a href="#">Change</a>
Given names	Test	
Family name	Test	
<a href="#">Also known by another name?</a>		<a href="#">Add</a>
Telephone number	01234567891	<a href="#">Change</a>
Home address	Your Address Your Address Your Address Your Address	

Have you reported the loss or theft to the police?	Yes	<a href="#">Change</a>
Date loss or theft reported to the police	1 October 2018	
Location of the police station reported to	Birmingham	
Crime reference number (if you have one)	123401-10-18	
Do you have a police report?	No	

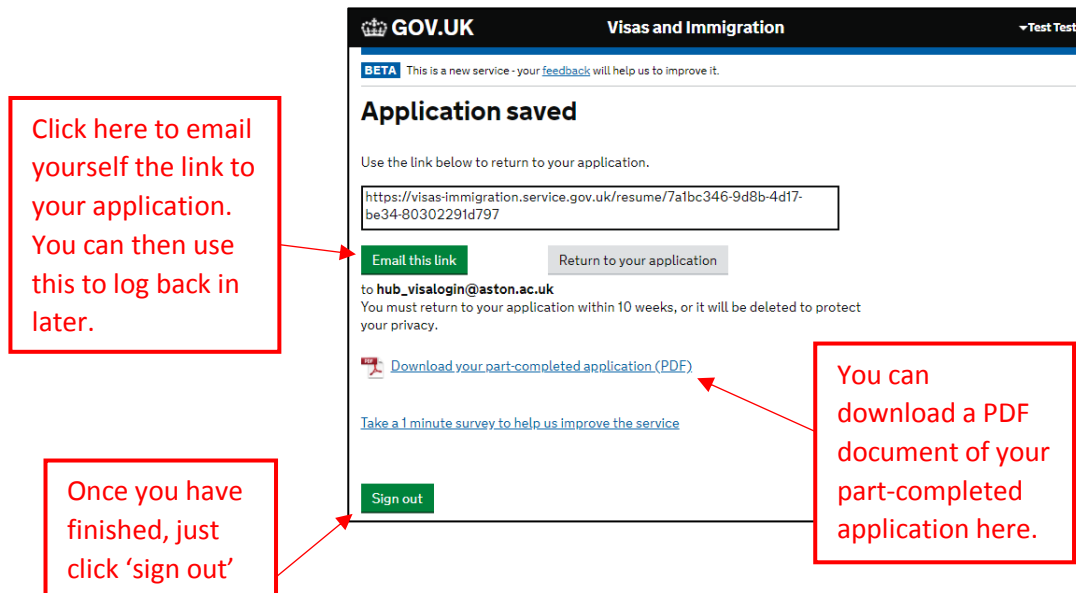
[Continue](#)

[Return to this application later](#)

Click 'add' or 'change' if you need to make any changes to the information in your application

We recommend that you book an appointment with an advisor to finish off your application. To exit the application, click 'Return to this application later'.

b) If you'd like the Visa Advice service to help you submit your application, email yourself the link and then sign out.



The screenshot shows the 'Application saved' page on the GOV.UK Visas and Immigration service. The page includes a 'BETA' notice, a title 'Application saved', and instructions to use a provided link to return to the application. A red callout box points to the 'Email this link' button, explaining that clicking it will email the user the application link for later use. Another red callout box points to the 'Download your part-completed application (PDF)' link, stating that users can download a PDF of their application here. A third red callout box points to the 'Sign out' button, indicating that users should click 'sign out' once they are finished.

**Click here to email yourself the link to your application. You can then use this to log back in later.**

**You can download a PDF document of your part-completed application here.**

**Once you have finished, just click 'sign out'**