



Home Office

GUIDE T

Registration as a British citizen – A guide for those born in the United Kingdom on or after 1 January 1983 who have lived in the UK up to the age of 10

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1 Introduction to the guide

Becoming a British citizen is a significant life event. Apart from allowing you to apply for a British citizen passport, British citizenship gives you the opportunity to participate more fully in the life of your local community.

For your application to succeed you will need to show that you satisfy a number of requirements that are set out in British nationality law. This guide aims to help you to make a successful application. It will also help you to prepare for British citizenship. It tells you what information to put into each section of the application form and which documents you need to supply.

The first chapter of this guide summarises the legal requirements for applying for registration.

It is important that you take care in completing the form and in making sure that you satisfy the requirements for registration. You also need to make sure that you have paid the correct fee (see the fees leaflet). If you pay by cheque you should ensure that you have sufficient funds available. Only cheques issued in sterling and drawn from a bank which has a UK based presence will be accepted. Those applying from overseas who wish to pay by cheque should therefore ensure that the issuing bank has a branch in the UK where the cheque can be cashed. We will also accept credit/debit card payment. Cash, transcash or postal orders cannot be accepted. If you do not pay the correct fee your application will be invalid and returned to you unprocessed.

Before continuing with your application, you should be aware that under the nationality laws of some countries a person will automatically lose their nationality if they become a citizen of another country. If you have any questions about this, you should ask the authorities of the country of which you are a citizen through their embassy or high commission before making your application. If the country of which you are currently a citizen continues to recognise you as one of its citizens you may continue to be subject to the duties of citizens of that country when you are in its territory. This may include obligations to undergo military service.

The law covering registration is contained in the British Nationality Act 1981 and the Immigration Asylum and Nationality Act 2006, and the regulations made under them. This guide is intended to help you to apply. It is not a complete statement of the law or policy. Other information about citizenship and immigration is available on our website at www.gov.uk/government/organisations/uk-visas-and-immigration

2 The requirements you have to meet

To be registered under this section you must:

- have been born in the United Kingdom on or after 1 January 1983;
 - be 10 years of age or over;
 - have spent no more than 90 days outside the United Kingdom in each of the first 10 years of your life;
- and
- be of good character

In special circumstances, the Home Secretary may make an exception to the requirement that the applicant must not have been absent from the United Kingdom for more than 90 days in any of the first 10 years. If you have exceeded this number of days in any of those years, but you believe there are special circumstances in your case, you should explain what those special circumstances are on a separate sheet of paper.

An application may be made by an adult or a minor, but if the applicant is under 18 the form should normally be filled in by his or her parent or guardian (giving the minor's particulars).

A minor who is unable to meet some of, or all of, the requirements listed above may still have a right to be registered as a British citizen on the strength of his or her parents' citizenship or immigration status. Alternatively, the Home Secretary may be prepared to register a minor because of his or her special circumstances. You can obtain further advice on our website www.gov.uk/becoming-a-british-citizen, or by contacting:

Citizenship and nationality enquiries

nationalityenquiries@homeoffice.gsi.gov.uk

Telephone: 0300 123 2253

If one of your parents was a British citizen or was settled in the United Kingdom at the time of your birth, you are already a British citizen and there is no need to apply for registration. Please note that the definition of 'parent' here will depend on the date of the child's birth. Further information can be found on our website.

A parent will have been 'settled' in the United Kingdom only if he or she was ordinarily resident there without being subject to any time limit under the immigration rules. A person is not 'settled' if he or she is in the United Kingdom (a) in breach of the immigration laws, or (b) as a member of a diplomatic mission, visiting forces or (with some exceptions) an international organisation.

The United Kingdom means England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man.

3 How to fill in the application form

You must ensure that your name, date of birth, and the place and country where you were born are clearly written in BLOCK LETTERS, in black or blue black ink. These details will be shown

on your certificate. Any mistake you make is likely to end up on your certificate and may cause difficulties and delay in you becoming a British citizen or in obtaining a British passport.

Make sure that all the information is correct before you submit your application. It is a criminal offence to give false information knowingly or recklessly.

You may, if you wish, receive help completing your application form. You may use the services of an agent such as a solicitor or other competent adviser. For more information about competent advisers, see the box headed “OISC and Immigration Advice” on page 8.

You may also apply via the Nationality Checking Service. This is a partnership with local authorities, which has been introduced by a number of local authorities in the UK. The Nationality Checking Service enables people wanting to apply for registration to make their application in person at their local Register Office. In return for a small fee, local authority officers will help applicants to complete their application forms and check that the correct fee has been paid. They will also copy valuable documents and certify them as true copies, before returning the originals to you in person.

Local authorities provide the Nationality Checking Service at the point of application only, and will not act as your agent while your application is being considered. Local authorities are, like other competent advisers, registered with the Office of the Immigration Services Commissioner.

To check whether the Nationality Checking Service is available near you refer to our website at www.gov.uk/becoming-a-british-citizen. Please note that you may use any local authority offering Nationality Checking Service not just the one where you live. The service is being expanded over time to cover more local authorities.

However, applying for registration is a straightforward process which does not require the use of specialist agencies. You should be capable of applying successfully by following the guidance provided in this guide and ensuring that you are able to satisfy the requirements.

Guides and application forms are issued free of charge.

Information you give will be treated in confidence, but may be disclosed to Government Departments, the Security Service and other agencies, local authorities and the police, where it is necessary for immigration or nationality purposes or to enable these bodies to carry out their own function.

Now turn to Section 1 of the application form.

SECTION 1: PERSONAL INFORMATION

- 1.1 Enter your Home Office reference numbers, if you have any.
- 1.2 Tick the box appropriate to your title or write in your title if it is different. Please note that royal titles should not be used.
- 1.3 Enter your surname or family name as you want it to appear on your certificate.
- 1.4 Enter your other names as you want them to appear on your certificate.

For example if your name is Taher Mohamed Hashim Al Hassan, and you are known as Mr. Al

Hassan then put Al Hassan in section 1.3 and Taher Mohamed Hashim in section 1.4.

- 1.5 Enter your name at birth. Your name at birth must be given on the application form, for identity purposes, but may be omitted from your certificate of British citizenship if you have a special reason for requesting this – for example because you were adopted or are no longer living in the gender you were considered to have at the time of your birth.

The name that you give in sections 1.4 and 1.5 must be the same name that is on your current passport, travel document or Biometric Residence Permit. We will not normally issue a certificate of registration or naturalisation in the name that is different from a person's official documents.

If you have married or entered a civil partnership and changed your name, and you wish to be registered in that name, you should change your name on your other passport, travel documents and national identity card, to reflect that name, before sending us your application. This is to avoid a person having official documents in more than one identity.

- 1.6 If you are or have been known by any other names apart from the names you have given in sections 1.3, 1.4 and 1.5, say what the other names are/were, when you were known by or started to be known by these other names, and why.

PLEASE NOTE THAT THE NAME, PLACE AND DATE OF BIRTH ENTERED ON THE APPLICATION FORM WILL APPEAR ON YOUR CERTIFICATE OF REGISTRATION AND CAN BE CHANGED ONLY IN THE MOST EXCEPTIONAL CIRCUMSTANCES.

- 1.7 Enter your National Insurance number if you have one.
- 1.8 to 1.10 Enter your date of birth, the village, town or city where you were born, and the country where you were born. Please take care over these entries as they will appear on your certificate of registration. If they are different from the details shown in your passport/birth certificate you should explain why on a separate sheet of A4 paper.

NB – place and country of birth names shown on the certificate will be names in current acceptable use (and will be in English where an English version exists.)

- 1.11 Indicate your sex by ticking the appropriate box.
- 1.12 Indicate your marital/civil partnership status by ticking the appropriate box.

- 1.13 Enter your present address and ensure that you give your postcode. We need this to arrange a citizenship ceremony if you are over 18. If you do not give your postcode your application will be delayed.
- 1.14 It would be helpful if you would provide contact telephone details to enable us to contact you quickly.
- 1.15 to 1.17 If someone is acting on your behalf such as a solicitor or you are making the application through a consulate, you should provide their details so that we can contact them. Unless you are being represented by a private individual, it is the agent's business name, telephone number etc which should be put here.

OISC and Immigration Advice

Immigration or nationality advisers acting in the course of business (whether paid or unpaid) are regulated by the Office of the Immigration Services Commissioner (OISC), an independent body. The provision of such advice is prohibited unless a person works for an organisation registered with, or exempted by, the OISC or is authorised to practice (like solicitors and barristers) by a designated professional body.

A full list of OISC regulated advisers is available on its website at www.oisc.gov.uk

- 1.18 If your application is approved, you will need to take part in a citizenship ceremony if you are over 18. The venue will normally be within a local authority area near where you live. If you want the ceremony in another area you should enter the name and address of that local authority office including the postcode.

You will be expected to attend a ceremony to become a British citizen. Successful applicants are exempted from ceremonies rarely and then only if they are physically unable to attend or if their mental state would make it inappropriate to attend. If you wish to be exempted you should say why on a separate sheet of A4 paper and provide supporting evidence.

- 1.19 to 1.26 You may have an automatic claim to British citizenship through your parents so please give full details of your parents as requested.

1.27 Enter the date of the parents marriage.

1.28 to 1.33 To help us determine your eligibility for registration we need to know a little about your partner, if you have one. On this part of the form we use the term "partner" to mean your husband, wife, civil partner or a person you live with as if they were your husband, wife or civil partner. If your partner is not a British citizen and would like to apply, they will need to make their own application on a separate form. We cannot treat your form as an application for your partner to be registered as a British citizen.

- 1.34 to 1.39 If you were previously married or in a civil partnership you must complete your previous husband's, wife's or civil partner's details.

Go to Section 2.

SECTION 2: RESIDENCE REQUIREMENTS

2.1 Fill in this table showing the periods you were away from the UK during the first 10 years of your life. Insert the number of days you were away from the UK in the last column ignoring the day you left and the day you arrived back in the UK. If there is not enough room for all your absences then continue on a separate sheet of A4 paper. Add up the total and write it in the space indicated.

To satisfy the residence requirements you should not have been absent for more than 90 days in each of the first 10 years of your life.

There is discretion to disregard absences in excess of the

limits. We should normally waive excess absences:

- if the number of days absence from the UK in any one of those years does not exceed 180 days, and the total number of days absence over the 10 year period does not exceed 990 days; or
- (if the number of days absence exceeds 180 in any one year or 990 over the 10 year period) the excess absence was the result of circumstances beyond your control (e.g. serious illness)

We would not normally waive excess absences simply because:

- Your parents were unaware of the requirements; or
- Your parent's absences, with you, were entirely voluntary.

2.2 Enter all your addresses for the last 5 years. This is so we can make enquiries to ensure that the good character requirement is met.

Go to Section 3.

SECTION 3: GOOD CHARACTER

To be of good character you should show respect for the rights and freedoms of the United Kingdom, observed its laws and fulfilled your duties and obligations as a resident of the United Kingdom. Checks will be carried out to ensure that the information you give is correct.

If you are not honest about the information you provide and you are registered on the basis of incorrect or fraudulent information you will be liable to have British citizenship taken away (deprivation) and you may be prosecuted. It is a criminal offence to make a false declaration knowing that it is untrue.

Among the duties and obligations which you are expected to fulfil is payment of income tax and National Insurance contributions. We may ask H.M. Revenue & Customs for confirmation that your tax and National Insurance affairs are in order. When you sign the application form you will be giving your consent for us to approach them.

If you do not pay income tax through PAYE you must demonstrate that you have discharged your obligations towards the H.M. Revenue & Customs, by attaching a Self Assessment Statement of Account.

You must give details of all criminal convictions both within and outside the United Kingdom. These include road traffic offences. Fixed penalty notices (such as speeding or parking tickets) must be disclosed, although will not normally be taken into account unless

- you have failed to pay and there were criminal proceedings as a result; or
- you have received numerous fixed penalty notices.

Drink driving offences must be declared. If you have any endorsements on your driving licence you must provide the paper counterpart.

Please note that a driving conviction may not yet be disregarded despite any penalty points being removed from your driving licence.

Criminal record checks will be carried out in all cases. If you have a conviction within the relevant sentence based threshold you are unlikely to be registered as a British citizen. Similarly if you have been charged with a criminal offence and are awaiting trial or sentencing, you are advised not to make any application for registration until the outcome is known. If you are convicted, you should then consult the table overleaf.

	Sentence	Impact on Nationality applications
1	4 years' or more imprisonment	Application will normally be refused, regardless of when the conviction occurred.
2	Between 12 months' and 4 years' imprisonment	Application will normally be refused unless 15 years have passed since the end of the sentence.
3	Up to 12 months' imprisonment	Application will normally be refused unless 10 years have passed since the end of the sentence.
4	A non-custodial offence or other out of court disposal that is recorded on a person's criminal record.	Application will normally be refused if the conviction occurred in the last 3 years.

Notes:

- A person who receives a sentence of life imprisonment is included in the '4 years or more imprisonment' category (i.e. line 1).
- A person who receives a custodial sentence of exactly 4 years is included in the '4 years or more imprisonment' category (i.e. line 1).
- A person who receives a custodial sentence of exactly 12 months or exactly 1 year is included in the 'Between 12 months and 4 years imprisonment' category (i.e. line 2).
- The "end of the sentence" means the entire sentence imposed, not just the time the person spent in prison. For example, a person sentenced to 3 years' imprisonment on 1/1/2013 will normally be refused citizenship until 1/1/2031 – the

15 year 'bar' added to the 3 year sentence.

- e. A "non-custodial offence or other out of court disposal that is recorded on a person's criminal record" (i.e. line 4) includes Fines, Cautions, Warnings and Reprimands, Community Sentences, Civil Orders, Hospital Orders & Restriction Orders and Potential Court Orders.
- f. A person who is subject of an extant Deportation Order will be refused citizenship regardless of when they apply.
- g. Some extremely short periods of imprisonment may not be included in the 'up to 12 months imprisonment' category (i.e. line 3). This will depend on whether the person was convicted & sentenced or simply committed to prison. The latter is not a sentence and the vast majority of those detained for one day – for example, under s135 of the Magistrates' Courts Act 1980 – will have been committed by the court and not sentenced. The decision maker will instead treat this as a "non-custodial offence or other out of court disposal that is recorded on a person's criminal record" (i.e. line 4).
- h. A suspended prison sentence will be treated as a "non-custodial offence or other out of court disposal that is recorded on a person's criminal record" (i.e. line 4).

The exception is where that sentence is subsequently 'activated'. This means that the person re-offended or failed to adhere to/breached the conditions of that sentence. Where this happens, the sentence length will be the one originally imposed.

Example 1: a person is sentenced to 6 months' imprisonment, suspended for two years. If they 'activate' this, the sentence should be 6 months and fall into the 'up to 12 months' imprisonment' category above (i.e. line 3).

Example 2: a person is sentenced to 12 months' imprisonment, suspended for two years. If they 'activate' this, the sentence should be 12 months and fall into the 'Between 12 months and 4 years' imprisonment' category above (i.e. line 2).

- i. Sentences imposed overseas will normally be treated as if they occurred in the UK.
- j. For concurrent sentences, the decision maker will take the longest single sentence imposed. For example, a sentence of 9 months' imprisonment served concurrently with a sentence of 6 months' imprisonment will be treated the same as one 9-month sentence.
- k. For consecutive sentences, the decision maker will add together the total of all the sentences imposed. For example, a sentence of 9 months' imprisonment served consecutively with a sentence of 6 months' imprisonment will be treated the same as one 15-month sentence.
- l. You are also advised to refer to the good character policy guidance which caseworkers use to decide your application. This is available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/385792/Chapter_18_Annex_D_v02_141210_web_version.pdf

We may disregard a single non-custodial sentence, providing it did not occur in the last 12 months, if there are strong countervailing factors which suggest the person is of good character in all other regards and the decision to refuse would be disproportionate. Offences involving dishonesty (e.g. theft), violence or sexual offences or drugs would not be disregarded. Drink-driving offences, driving while uninsured or disqualified or driving whilst using a mobile phone would not be disregarded either.

You must give details of all civil judgments which have resulted in a court order being made against you as well as any civil penalties under the UK Immigration Acts. If you have been declared bankrupt at any time you should give details of the bankruptcy proceedings. (Your application is unlikely to succeed if you are an undischarged bankrupt).

You do not need to give details of family law proceedings such as divorce decrees, dissolved civil partnerships, guardianship orders, and parental responsibility orders.

You must give details of any cautions (simple or conditional), warnings or reprimands you have received in the UK or any other country. Cautions, warnings and reprimands are out of court disposals that are recorded on a person's criminal record and are taken in to account when assessing a person's character.

You must say if your details have been recorded by the police as a result of certain sexual offences, or if you are subject to one of the following orders: notification order, sexual offences prevention order, foreign travel order, risk of sexual harm order (or equivalent order made in a British overseas territory or any other country). If your details are recorded on the "sex offenders" register, even if any conviction is spent, the Home Secretary is unlikely to be satisfied that you meet the good character requirement and so an application for citizenship is unlikely to be successful.

You must say if there is any offence for which you may go to court or which is awaiting hearing in court. This includes having been arrested for an offence and waiting to hear if you will be formally charged. If you have been arrested and not told that charges have been dropped, or that you will not have to appear in court, you may wish to confirm the position with the police. For applicants from Scotland any recent civil penalties must also be declared. You must tell us if you are arrested or charged with an offence after you make your application and while the application is under consideration. You risk prosecution under section 46 of the British Nationality Act 1981 if you do not do so.

You must also say whether you have had any involvement in terrorism. If you do not regard something as an act of terrorism but you know that others do or might, you should mention it. You must also say whether you have been involved in any crimes in the course of armed conflict, including crimes against humanity, war crimes or genocide. If you are in any doubt as to whether something should be mentioned, you should mention it.

For the purpose of answering questions 3.9 to 3.11 you should refer to the definitions in this Guide on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in

Schedule 8 of the International Criminal Court Act 2001 at the following web-site:

<http://www.hms0.gov.uk/acts/acts2001/20010017.htm>.

Alternatively, copies can be 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.

Genocide

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

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.

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.

Terrorist Activities

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

Organisations concerned in terrorism

An organisation is concerned in terrorism if it:

- a. commits or participates in acts of terrorism,
- b. prepares for terrorism,
- c. promotes or encourages terrorism (including the unlawful glorification of terrorism),
- or d. is otherwise concerned in terrorism.

You must say whether you have been involved in anything which might indicate that you are not of good character. You must give information about any of these activities no matter how long ago it was. Checks will be made in all cases and your application may fail and the fee will not

be fully refunded if you make an untruthful declaration. If you are in any doubt about whether you have done something or it has been alleged that you have done something which might lead us to think that you are not of good character you should say so.

You must tell us if you have practised deception in your dealings with the Home Office or other Government Departments (e.g. by providing false information or fraudulent documents).

This will be taken in to account in considering whether you meet the good character requirement. If your application is refused, and there is clear evidence of the deception, any future application made within 10 years is unlikely to be successful.

You should also tell us if you have any children who have been convicted of an offence or who have received a court order (e.g. an ASBO), We will consider if there are indications that you may have been complicit in their activities or particularly negligent in ensuring their good behaviour, and whether this reflects on your own ability to meet the good character requirement.

Deception

If you have practised deception in your dealings with the Home Office or other Government Departments (e.g. by providing false information or fraudulent documents) this will be taken in to account in considering whether you meet the good character requirement.

Your application will be refused if you have attempted to deceive the Home Office within the last 10 years.

Immigration Related Issues

Your application may also be refused if you have been involved in immigration offences in the last 10 years, such as entering the UK illegally, evading immigration control, helping someone else abuse the immigration laws, or abuse of the Knowledge of Language and Life in the UK requirement. Full details of our policy can be seen at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/385792/Chapter_18_Annex_D_v02_141210_web_version.pdf

SECTION 4: REFEREES AND IDENTITY

You must include a recent passport size photograph of yourself with your application. You must write your name and date of birth on the back of the photograph and this should then be glued or pasted into the space provided on the application form. The photograph must show the whole of the front of your face in reasonable light. It should not show your face wholly or partly concealed by your hair (beards, sideburns and moustaches excepted) or by a scarf or traditional dress. It should not show you wearing dark glasses or a hat, hood, cap or scarf. Your application must be endorsed by two referees.

One referee should be a person of any nationality who has professional standing, such as a minister of religion, civil servant or a member of a professional body, e.g. accountant or solicitor (but not representing you with this application). A list of acceptable professional persons can be found on our website. In the case of a child under 18 this should be a professional person who has engaged with the child in a professional capacity such as a doctor, teacher, health visitor, social worker or minister of religion.

The other referee must normally be the holder of a British citizen passport and either a professional person or over the age of 25.

Each referee should be:

- not related to you

- not related to the other referee
- not your solicitor or agent representing you with this application
- not employed by the Home Office

We will not accept a referee who has been convicted of an imprisonable offence (unless that conviction can be disregarded in line with the table shown on page 12 of this Guide)

If you are living abroad and do not know a British citizen who is qualified to act as one of your referees, a Commonwealth citizen or citizen of the country in which you are residing may complete and sign the form, provided he/she has professional standing in that country, has known you for three years and the Consul considers his/her signature to be acceptable.

Checks may be carried out to ensure that the referees do not have unspent convictions (see page 12) and are qualified to act for you and that their signatures are genuine. It is a criminal offence to provide false information knowingly or recklessly punishable with up to 3 months imprisonment or by a fine not exceeding £5,000 or both under section 46(1) of the British Nationality Act 1981.

Once you have two referees and they have completed Section 4 you should recheck the information you have provided and go to Section 5.

SECTION 5: BIOMETRIC ENROLMENT

As part of your application, all applicants are required to enrol their biometric details for the purpose of identity verification.

Children under 18 applying for registration as a British citizen must also enrol their biometric details. Children under the age of 6 do not need to provide fingerprints, but must have a digital photograph taken of their face.

The requirement for fingerprints to be taken from the age of six comes from EU Regulation 380/2008. Up to the age of six the Home Office only requires a digitised image of the child's face, although the regulation does not prevent fingerprints being recorded from children aged less than six years. There is no upper age limit for biometric information to be taken.

Children under the age of 16 must be accompanied by a parent or legal guardian at their biometric enrolment appointment.

You must complete the biometric enrolment section of the application form, and you will then be issued with an enrolment letter, instructing you to make an appointment at a designated Post Office to have your/your child's biometric details recorded.

You will be charged an additional handling fee for this service, payable to the Post Office Ltd. You must pay the fee by cash or debit card when you attend your biometric enrolment appointment.

Do not send the biometric enrolment fee with your application fee.

Your application may be rejected as invalid if you do not enrol your biometrics when requested. For more information about enrolling biometrics and the current fee, please visit the following section of our website: www.gov.uk/biometric-residence-permits

If you have previously enrolled your biometric details and been issued with a biometric residence permit, you must include this with your application.

You will not be issued with a new biometric permit, but your current biometric permit will be returned to you, and your fingerprint details will be retained, until we are notified that you have attended your citizenship ceremony.

SECTION 6: DECLARATION BY APPLICANT

Read this section carefully before inserting your name clearly in box 5.1 and ticking each box at 5.2 to 5.6 to confirm the points raised.

If you meet the requirements described in this guide sign and date the form in box 5.8. You are advised to read this guide carefully to ensure that you do satisfy all the requirements.

If you do not meet the requirements but think the Home Secretary should exercise discretion in your favour you should provide details in section 5.7 the special circumstances in your case. If you do not provide any details or if your special circumstances are not accepted your application will be refused and your fee will not be fully refunded.

Applications that fail generally do so because

- applicants do not tell us about offences and convictions, or
- the residence requirements have not been satisfied

If you are an adult you must sign the form yourself. If you cannot sign the form you must make a mark or a fingerprint and ask one of your referees to sign saying that it is your mark or fingerprint. If the applicant is not of sound mind and you are acting on his or her behalf, you should sign to indicate your responsibility for the accuracy and completeness of the information provided. You must support this by explaining, in a covering letter, who you are and why the applicant cannot act on their own behalf. Confirmation from the applicant's medical practitioner or consultant should also be provided.

If the application is for a child the adult making the application on his or her behalf should sign the form.

If the declaration in section 5 of the form is not completed, the application will be invalid.

4 What you will need to send with the form

PLEASE NOTE: If you require your valuable documents to be returned 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 web site at www.royalmail.com for further information.

This section tells you the sort of documents you will need to send for us to consider your application. We cannot consider your application unless we have supporting documents. If you do not submit your application with supporting documents and the correct fee then the application will be returned to you unprocessed. You should indicate in the space provided on the back of the application form what documents you have supplied and why.

The Fee

The fee must be sent with the application form. Details of the current fee are available on our website at <https://www.gov.uk/becoming-a-british-citizen> N.B. If you do not send the correct fee, the application will be invalid.

Documents

Please send evidence: that you were/your child was born in the United Kingdom on or after 1 January 1983. Please submit:

- your/your child's full United Kingdom birth certificate (showing the parents' details of your/your child's
- residence in the United Kingdom for the first 10 years of your/his/her life
- your/your child's passport(s) which cover the 10 year period. As the passport(s) may not be enough to show residence in the United Kingdom throughout the 10 year period, you should send as much as you can of the following:
 - letters from schools or other educational establishments which you/your child attended during that period
 - medical records (child health book, summary of appointments from your/your child's GP, nursery records) particularly where these assist in demonstrating residence in the years before attending school
 - Any other documents showing that you/your child lived in the United Kingdom for the first 10 years of your/his/her life.

If you are self-employed and do not pay tax through Pay As You Earn (PAYE) arrangements, we require your most recent H.M. Revenue & Customs Self Assessment statement of account.

5 Where to send your application form

Once you have completed and signed the application form and enclosed the documents, you must arrange to pay the correct fee. If you are paying by debit/credit card you should complete the payment slip attached to the fee leaflet. If you are paying by cheque you should ensure that funds are available in your account. Only cheques issued in sterling and drawn from a bank which has a UK based presence will be accepted. Those applying from overseas who wish to pay by cheque should therefore ensure that the issuing bank has a branch in the UK where the cheque can be cashed. Cash, transcash or postal orders can not be accepted.

If your fee is paid through an account which belongs to someone else, please give their details in the space provided on the payment slip attached to the fee leaflet in case it is necessary to refund all or part of the fee.

If you are currently in England, Scotland, Wales or Northern Ireland send the form with the fee and supporting documents to:

Department 1
UKVI
The Capital
New Hall Place
Liverpool
L3 9PP

From 12th November 2015 applicants applying from Hong Kong should send applications to the above address.

If you are currently in the Channel Islands or the Isle of Man you should send them to the Lieutenant Governor.

If you are currently in a British overseas territory you should send them to the Governor.

If you are elsewhere, including in a Commonwealth country, you should send them to:

Department 1
UKVI
The Capital
New Hall Place
Liverpool
L3 9PP

You must submit your application as explained above. The date of application will be the date your form is received by the Home Office or the local British government representative as shown above. It is not the date on which you send it.

6 What happens next?

It is important that you take care in completing the form and in making sure that you satisfy the requirements for registration. You also need to make sure that you have paid the correct

fee (see the fees leaflet). If you pay by cheque you should ensure that you have sufficient funds available. Only cheques issued in sterling and drawn from a bank which has a UK based presence will be accepted. Those applying from overseas who wish to pay by cheque should therefore ensure that the issuing bank has a branch in the UK where the cheque can be cashed. We will also accept credit/debit card payment. Cash, transcash or postal orders cannot be accepted. If you do not pay the correct fee your application will be invalid and returned to you unprocessed.

What you can expect from us

Once we have received your application form we will create a computer file to track and process your application. Your application will be acknowledged. During busy times this may take up to 2-4 weeks.

The Liverpool Contact Centre will deal with any enquiries about your application once it has been made.

Email: FurtherNationalityEnquiries@Homeoffice.gsi.gov.uk

We will check your application against the documents you have sent in and make a number of enquiries. The documents may be checked to ensure their authenticity. If you provide forged or fraudulently obtained documents you may be investigated under section 46 of the British Nationality Act 1981. We will press for prosecution which may include up to 3 months imprisonment or a fine not exceeding £5,000 or both.

If we need more documents we will write and ask you for them. We will give you three weeks to respond. If you do not respond within the time we allow you, then we will decide your application on the information we already have, but there is a risk that your application will not succeed. We will try to complete our enquiries quickly, usually within six months, but sometimes it takes longer.

We undertake to process your application quickly and in accordance with the law and agreed policy and procedures. We will deal with any enquiries courteously and promptly. You must keep us informed of any changing circumstances including change of address or agent.

If your application is unsuccessful we will write and tell you why. Although there is no legal right of appeal or review we will consider representations if you consider that a decision to refuse your application was not soundly based on nationality law or prevailing policy and procedure as described in this guide or in any other communication you have received from us or on our website at www.gov.uk/becoming-a-british-citizen. Representations must explain why you think we have not correctly applied the law and policy in your case. We will respond either by confirming that law and policy had been correctly applied or by answering particular points you raise concerning the way that law and policy were applied.

We strive to provide a first rate service, but occasionally difficulties arise that prevent us from dealing with applications to our usual high standards. In the unlikely event that you wish to complain, details of how to make a complaint are given on page 23.

Waiting Times

While we try to deal with cases quickly this cannot be guaranteed and we cannot register you until we are satisfied that all the requirements have been met.

Information on average waiting times can be found on the website at

The length of time you will have to wait for your application to be decided will not affect your existing rights in the UK.

What we expect from you

Applications are considered quickly – usually within six months of receipt. We expect you to make appropriate arrangements to ensure that you can respond to our enquiries or requests for documents within the period we allow.

While the application is under consideration we expect you to tell us about anything which alters the information you have given us. This will include changes of marital or civil partnership status or home address or agents acting on your behalf. It also includes police investigation or anything that may result in charges or indictment.

We also expect to be treated politely and with respect by you and any agent acting on your behalf. Good character includes your attitude to officials.

If your application is successful and you are living in the UK, you will be invited to attend a citizenship ceremony if you are over 18. You will receive an invitation letter from the Home Office and this will confirm the local authority you should contact to arrange your ceremony.

We

expect you to arrange to attend a ceremony within 3 months of receiving your invitation otherwise it will expire and you will have to re-apply for registration and pay a further processing fee.

7 Citizenship Ceremonies

If you are over the age of 18 when your application is decided you will need to attend a citizenship ceremony. At the ceremony you will be asked to affirm or swear an oath of allegiance to Her Majesty the Queen and to pledge your loyalty to the UK. Following this you will be presented with your certificate of registration as a British citizen.

You must make immediate contact with the local authority once you have been informed that your application is successful, as you only have 90 days in which to attend the ceremony. The date by which you must attend your ceremony will be given in your Home Office citizenship ceremony invitation letter. If you do not attend the ceremony within 90 days without good reason, your application for citizenship will be refused and you will need to re-apply.

Making the Oath (or Affirmation) and Pledge at a citizenship ceremony is a legal requirement for adults, and the point at which you will become a British citizen. You are therefore expected to attend a ceremony. If you have special needs or concerns about saying the Oath (or Affirmation) and Pledge in English, you should bring these to the attention of the local authority once you have your invitation letter.

When you make contact with the local authority you will be asked a number of questions to establish your identity. Checks may be made to confirm your identity.

Ceremonies are arranged locally and reflect the particular community to which you now belong.

You will meet a local dignitary or celebrity and be told something about the area and what can be expected of you as a British citizen.

Provision has been made by order under the Welsh Language Act 1993 for prospective British citizens making the citizenship Oath (or Affirmation) and pledge in Wales to do so in the Welsh language. The Citizenship Oath and Pledge (Welsh Language) Order 2007, contains the approved translations, and came into force on 1 June 2007.

8 And Finally

Returning your Biometric Residence Permit (BRP)

If you/your child did not return your Biometric Residence Permit (BRP) when you/your child applied to become a British citizen, you must return it to the Home Office within 5 days from the date you/your child attended the Citizenship ceremony, or the date you were issued with a certificate of naturalisation, whichever is sooner.

Please send to the following address, to be destroyed:
Freepost RRYX-GLYU-GXHZ
Returns Unit
PO Box 163
Bristol
BS20 1AB

Please cut up the BRP and return your/your child's cancelled permit in a windowless plain envelope, with a covering note, which clearly explains the reason for return or an explanation for not returning the card.

Should you fail to return the BRP, or notify the department of the reasons for not being able to do so, the Secretary of State may impose a fine of up to £1,000.

If you/your child need to travel to and from the UK after being granted British citizenship you must apply for a British passport or a Certificate of entitlement to the right of abode, to be placed in your/your child's foreign passport. Guidance on applying for a British passport can be found on Gov.UK.

Following a grant of citizenship your/your child's BRP will be cancelled, which means it may not be accepted as evidence that you/your child is entitled to reside in the UK.

Deprivation of Citizenship

You may be deprived of British citizenship if it is found to have been obtained by fraud, false representation or the concealment of any material fact. The Home Secretary may also deprive you of British citizenship if, in his opinion, it would be in the public interest for him to do so and you would not thereby be made stateless.

Ministers suggested during the passage of the Immigration, Asylum and Nationality Act 2006 that deprivation may be appropriate where the person

- has encouraged or assisted others to commit acts of terrorism;
- has committed war crimes, public order offences or other serious crime; or
- has carried out acts seriously prejudicial to vital national interests, including

espionage and acts of terrorism directed at the United Kingdom or an allied power.

A certificate of registration may, as a matter of law, be ineffective from the outset if it is obtained by means of impersonation.

We hope that this guide has helped you to prepare and successfully apply for British citizenship. If you have found it useful and our staff helpful, or if you had an enjoyable citizenship ceremony, or if you have found our service unsatisfactory or do not understand the outcome, why not tell us? You should email us in the first instance to:

Email: nationalityenquiries@homeoffice.gsi.gov.uk

If you remain unhappy with the service provided by Nationality Group, you may wish to complain by writing to:

UK Border Agency
North West Customer Services Unit
PO Box 99
Manchester Airport
M90 3WW