



# Application for a transfer of conditions (TOC) and a biometric immigration document by someone who already has limited leave to enter or remain in the UK

In accordance with paragraph 34 of the Immigration Rules, this form is a specified form for the purpose of the Immigration Rules as of 6 April 2017 and must be used for all applications made on or after that date for the purposes stated on this page.

EEA residence permit holders or person with Indefinite leave to Remain in the United Kingdom **should not** use this form.

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

- TOC guidance notes
- UK Visas & Immigration photograph guidance

If you do not already have these documents you can get them from our website at [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration).

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

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

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

**Home Office**  
Leave to Remain - TOC  
PO Box 502  
Durham  
DH99 1WG

Application for Transfer of Conditions  
- TOC by someone who already has leave to enter or remain in the UK.

Application for Transfer of Conditions  
- TOC by someone who already has temporary leave to enter or remain in the UK and wishes to change their personal details contained on their immigration status document or Biometric Residence Permit (BRP)

This form is valid only for applications made on or after 6 April 2017

## PAYMENT GUIDANCE

### The Fee

For applications on this form there is a fee of £168 for applications made by post.

Applications can be made in person at a Premium Service Centre for a same day consideration of your application. There is an additional fee for this service and all fees will be taken when you book an appointment. You can only make on-line or in person payments by using one of our accepted credit or debit cards (see below). For more details and to book an appointment please visit [www.gov.uk/ukvi-premium-service-centres](http://www.gov.uk/ukvi-premium-service-centres)

If one or more dependants are applying with you, the fee increases by £168 for applications made by post.

Number of applicants	Fee for postal applications
Yourself and 1 dependant	£336
Yourself and 2 dependants	£504
Yourself and 3 dependants	£672
Fee for each additional dependant	£168

There is only one fee payable per application form.

The fee charged is for the processing and consideration of the application. This fee will be payable once the application form is received by the Home Office or its payment processing agent, regardless of the outcome of the application. If your application contains errors or is missing information it may be rejected as invalid. Your application will not be considered and your fee will be refunded less an administration fee of £25 for each person included in the application.

We cannot begin the consideration process until the payment has cleared. We allow 5 working days for payments made by cheque to clear, credit/debit cards and postal orders will clear immediately.

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

### Biometric enrolment fee

As part of your application you are required to enrol your biometric information. You will be charged an additional handling fee for this service, payable to Post Office Ltd. You must pay the fee by cash or debit card when you attend Post Office Ltd to enrol your biometrics. Each dependant included on your application must also pay this fee when they enrol their biometric information. Do not send the biometric enrolment fee with your application fee.

Applicants on some immigration routes are exempt from paying an enrolment fee at the Post Office Ltd. If you are in one of these categories you will be informed of this when we send you a biometric notification letter.

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](http://www.gov.uk/biometric-residence-permits)

## Who may apply with you?

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

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

## How can you pay?

You must pay by one of the methods specified below.

- Cheque (postal applications only)
- Postal Order (postal applications only)
- Credit card - Visa (including Electron), MasterCard or American Express (Amex)
- Debit card - Delta, Maestro\* (including Solo)
- Banker's draft (postal applications only)

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

\* Maestro - we will accept any Maestro card if you are applying in person at a Premium Service Centre but only Maestro cards issued in the UK if you are applying by post.

Please note that when making large or multiple payments using your credit card, the anti-fraud measures that banks operate sometimes stop the full payment being taken. This can happen for a number of reasons. To prevent this you may inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you submit your application. Please be aware that not all banks offer this service.

## Cheques and postal orders

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

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

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

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

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

**If you do not select a fee, your application will be rejected as invalid.**

1-2 The address at 1 should be the contact address in the UK for any correspondence. If it is not your home address (eg a solicitor or other authorised immigration adviser may be submitting the application), give the contact name at 2.

3 This should be the full name of the main applicant as given in his or her passport or travel document.

4 Date of birth - for example, 3 January 1980 should be written 03 01 1980 in the spaces provided.

8-12 Complete only if paying by card.

11 The Card Verification Value (CVV) is a 3-digit security code found on the back of the card on the signature strip - it consists of the last 3 digits. For Amex the security code consists of 4-digits and is found on the front of the card.

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

## PAYMENT DETAILS: TOC

Please complete this page in block capitals and black ink after first reading the payment guidance.

### 1. Contact address in the UK for correspondence

Address line 1	
Address line 2	
Address line 3	
Town or city	
Postcode	

### 2. Contact name in the UK if different from that of the applicant

Given names
Family name

### 3. Applicant's full name

Given names
Family name

### 4. Date of birth (DD/MM/YYYY)

### Payment details

5. Amount - please tick the amount  Single applicant: no dependants £168  Main applicant and one dependant £336  
you are paying  Main applicant and 2 dependants £504  Main applicant and 3 dependants £672

6. How are you paying? Please tick a box  Postal order  Cheque  Debit or credit card  Banker's draft

If more than 3 dependants are applying with you, please state the number in the space below and enter the correct amount specified in the payment guidance in the appropriate box.

Number of dependants applying with the main applicant

Amount you are paying (postal)

### 7. Paying by cheque - please give cheque details below

Cheque number	Account number	Sort code
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Paying by card - please complete 8-12 below

8. Which card are you using for payment? Please tick a box.  Visa or Electron  Mastercard or American Express  Delta  Maestro or Solo

9. Name on card

10. Card number

11. Card details

Valid from

Expiry date

Issue number (where available)

Card security number - CVV (3 digit number or 4 digits for American Express)

12. Cardholder's signature

Date (DD/MM/YYYY)

Sign after you have printed  
the form

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

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



SECTION 1 - APPLICANT'S DETAILS

It is **mandatory** to complete this section as required. **Please note** that this application will be **invalid** if you do not.

Photographs

You must provide two identical photographs of yourself with your full name on the back of each one. Please place the photographs, together with those of any dependants included in section 2, in a small sealed envelope and attach it across this space with a staple or paper clip at the right-hand side of the page/envelope.

Please make sure that the staple or paper clip does not damage or mark the photographs. All photographs must be as specified in the separate UK Visas and Immigration photograph guidance.

1.1 Your title - please tick Mr Mrs Miss Ms Other

If you have ticked other, what is your title?

1.2 Your gender - please tick Male Female

1.3 Your date of birth: enter as numbers with day, month then year.

1.4 Your full name as in your passport or travel document

Given names

Given names

Family name

1.5 Surname or family name

1.6 Any other names by which you are or have been known

1.7 Nationality

1.8 Place of birth - town or city

1.9 Passport or travel document number

1.10 Home Office reference if you have one

1.11 National insurance number if you have one

1.12 Your UK address - please inform us immediately if this changes

Address line 1

Address line 2

Address line 3

Town or city

Postcode

1.13 Your daytime telephone number

Your mobile number if you have one

1.14 Your email address, if you have one

We may use your email address to communicate with you about the status of your application. Please write your email address clearly in block capitals and note that we can only send updates to the email address you provide.

1.15 Please re-enter your email address

1.16 Name and address in the UK for all correspondence about your application, if different from 1.12

Name

Address line 1

Address line 2

Address line 3

Town or city

Postcode

1.17 If you have completed 1.16 and the address is that of your immigration adviser, please state their Office of the Immigration Services Commissioner (OISC) number

1.18 What leave do you have now and when does this leave expire?



- 1.19 Was this leave issued as: Entry Clearance (issued overseas)  
Leave to Enter (issued at a UK port)  
Leave to Remain (issued in the UK)

1.20 Please tick one or more of the boxes below to tell us why you are applying for a replacement Biometric Residence Permit.

- Immigration Status Document is damaged  
Replace Immigration Status Document with Biometric Residence Permit  
Change the identity contained on my Biometric Residence Permit - go to question 1.21  
Immigration Status Document has been lost or stolen - go to question 1.22

1.21 In certain circumstances it may be necessary for a person to change their personal details. If you are using this form to advise us of a change of details please tick one or more boxes below to tell us why the information that the HO currently know you as has changed - You should provide your current national passport to confirm your identity. If you have a Home Office travel document you should send it with your application.

- I have married (You must provide your marriage certificate)  
Other (Please explain below)

If you have ticked other, explain why.

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1.22 If your Immigration Status Document has been lost or stolen:

Enter the crime reference number:
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Enter the address of the constabulary to who you reported the theft/loss:

Address line 1
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Address line 2
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Address line 3
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Town or city
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Postcode
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## SECTION 2 - DEPENDANTS WHO ARE ALSO APPLYING

If you have a partner and/or any children under 18 who are living with you in the UK and who are applying with you for a transfer of conditions as your dependants, it is **mandatory** to complete this section as required. Please note that this application will be **invalid** if you do not.

'Partner' means your spouse, civil partner, unmarried or same-sex partner.

If more than 2 children are applying, please give their details on a photocopy of this page, enclose it with this form and place the photographs in a sealed envelope attached to section 1 as instructed there.

Children aged 18 or over must apply separately.

### Photographs

You must provide two identical photographs of each dependant who is applying.

Write the dependant's full name on the back of each photograph and enclose them in an envelope attached to section 1 as instructed there.

#### 2.1 Your partner's full name

Given names
Given names
Family name

2.2 Your partner's nationality
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#### 2.3 Partners place of birth - town and country

Town
Country

2.4 Partner's date of birth (DD/MM/YYYY)

2.5 Partner's gender, please tick  Male  Female

2.6 Relationship to you - please tick  Spouse  Civil partner  Unmarried partner  Same-sex partner

**First child**

## 2.7 Child's full name

Given names
Given names
Family name

## 2.8 Nationality

## 2.9 Place of birth

Town
Country

## 2.10 Date of birth (DD/MM/YYYY)

2.11 Gender, please tick  Male  Female**Second child**

## 2.12 Child's full name

Given names
Family name
Family name

## 2.13 Nationality

## 2.14 Place of birth

Town
Country

## 2.15 Date of birth (DD/MM/YYYY)

2.16 Gender, please tick  Male  Female

2.17 If the personal details of any of your dependants has changed and you wish to have a BRP issued in their new identity please explain why this change has occurred.

### SECTION 3 - BIOMETRIC RESIDENCE PERMITS

It is mandatory to complete this section as required. Please note that this application will be **invalid** if you do not do so. Enter all dates as enter as numbers with day, month then year.

See Note 1 about Biometric Residence Permits.

**Note 1** In accordance with regulations 3 and 4 of the Immigration (Biometric Registration) (Amendment) Regulations 2009, anyone applying for a transfer of conditions must also apply for a biometric immigration document, otherwise known as a Biometric Residence Permit. This also applies to applications at the same time by any dependants of the main applicant. For information about Biometric Residence Permits, please see the separate TOC guidance notes (version 07/2010), which you should read before completing this form.

3.1 Have you used any name(s) other than the one given at 1.4 in section 1 of this application form in previous UK immigration applications made in the UK or abroad? Yes No

If yes, go to 3.2. If no, go to 3.3.

3.2 Please give the details specified below. The name in each case should be that in which the application was made. If you need more space, continue on a separate sheet and enclose it with this application form.

The name in which you made the application	Date of application	Country in which application was made	British diplomatic post if application made abroad

3.3 Have you had your fingerprints taken as part of a previous UK immigration application made in the UK or abroad? Yes No

If yes go to 3.4. If no, go to 3.5.

3.4 Please give the details specified below in each case. If you need more space, continue on a separate sheet and enclose it with this application form.

The name in which your fingerprints were taken	Date on which they were taken	Place at which they were taken	British diplomatic post if they were taken abroad

Dependants applying with you

3.5 Are any dependants applying with you? Yes No

If yes, go to 3.6. If no, go to section 3.10.

3.6 Have any of the dependants applying with you used any names other than the ones given in section 2 of this application form in previous UK immigration applications made in the UK or abroad? Yes No

If yes, go to 3.7. If no, go to 3.8.

3.7 Please give the details specified below. The name in each case should be that in which the application was made. If you need more space, continue on a separate sheet and enclose it with this application form.

<b>Dependant's full name</b>	<b>Date of application (DD/MM/YYYY)</b>	<b>Country in which application was made</b>	<b>British diplomatic post if application made abroad</b>

3.8 Have any of the dependants applying with you had their fingerprints taken as  Yes  No part of a previous UK immigration application made in the UK or abroad?

If yes, go to 3.9. If no, go to 3.10.

3.9 Please give the details specified below in each case. If you need more space, continue on a separate sheet and enclose it with this application form.

<b>The name in which the dependant's fingerprints were taken</b>	<b>Date on which they were taken (DD/MM/YYYY)</b>	<b>Place at which they were taken</b>	<b>British diplomatic post if they were taken abroad</b>

Children under 16 applying

3.10 If the main applicant or any dependants are under 16, enter the details of the responsible adult who will accompany them when they have their fingerprints and/or photograph taken:

<b>Name of responsible adult</b>	<b>Date of birth (DD/MM/YYYY)</b>	<b>Nationality</b>	<b>Relationship to child or children</b>

Is this the parent of the child or children? If yes, go to section 4. If no, go to 3.11  Yes  No

3.11 Please explain below why the child or children will not be accompanied by a parent and provide details of the responsible adult who will be accompanying the child or children. See Note 2.

Note 2 Under the biometric registration regulations, any child under the age of 16 who is required to apply for a biometric immigration document must have their fingerprints and/or a photograph taken in the presence of a responsible adult who is the child's parent or guardian, or another person who for the time being takes responsibility for the child.

Where dependants of the main applicant are also required to apply for a biometric immigration document, all applicants will normally have their fingerprints and/or photograph taken on the same day. This means that you and any children applying with you will normally be expected to attend together. If there is any reason preventing you from accompanying any child under the age of 16, you must nominate the responsible adult who will be accompanying them.

The responsible adult accompanying any child under the age of 16 will need to provide an acceptable form of identification, such as a passport or driving licence. If that person is not the parent or guardian of the child, they must have a letter confirming that they are a responsible adult who has a close connection to the child and has been authorised to accompany him or her.

## SECTION 4 - PERSONAL HISTORY

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

It is mandatory to complete section 4. If it is not complete the application will be invalid and will be returned to the applicant.

This section asks about any criminal convictions, any civil judgements or civil penalties made against you or any dependants who are applying with you and details of any involvement you or any dependants who are applying with you may have had in war crimes, genocide, crimes against humanity or terrorism. If you fail to answer all of these questions as fully and accurately as possible, your application may be refused.

It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which is known to be false or is not believed to be true. Information given will be checked with other agencies.

4.1. Have you or any dependants who are applying with you been convicted of any criminal offence in the UK or any other country?  Yes - go to question 4.2  
 No - go to question 4.3

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

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

#### Criminal conviction 1

Country where convicted

Nature of the offence

Sentence given

Date sentenced: enter as numbers with day, month then year.

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

#### Criminal conviction 2

Country where convicted

Nature of the offence

Sentence given

Date sentenced: enter as numbers with day, month then year.

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



4.3. Do you or any dependants who are applying with you have any civil judgments against you or any civil penalty under the UK Immigration Acts?  Yes - go to 4.4  No - go to 4.5

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

If you or any dependants who are applying with you have received more than two civil judgments and/or civil penalties under the UK Immigration Acts, please photocopy this page and enclose it with this form.

Details of judgement or civil penalty 1

Date of judgement or civil penalty (DD/MM/YYYY)

Country where judgement made

Details of judgement or civil penalty 2

Date of judgement or civil penalty (DD/MM/YYYY).

Country where judgement made

You must answer questions 4.5 to 4.10 below even if you have answered no to question 4.1.

For help in answering these questions, please see the definitions at the end of this section.

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

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

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

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

4.9. Have you or any dependants who are applying with you ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?  Yes  No

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

4.11. How long have you lived in the UK?

Years

Months

Please provide details of any periods of absence of more than 6 months during the time you have lived in the UK. Enter all dates as numbers with day, month then year.

Date you left the UK (DD/MM/YYYY)	Date you returned to the UK (DD/MM/YYYY)	Reason for absence

**4.12.** Please state what ties you have with;

- The country where you were born
- Any other country whose nationality you hold
- Any country where you have lived for more than 5 years

You should tell us about any family, friends, or other connections with that country.

Country	Social, cultural or family ties

**4.13.** If you have answered yes to question 4.5, 4.6, 4.7, 4.8, 4.9 or 4.10, you must give further details in the space provided below. If you need more space, continue on a separate sheet and enclose it with this form.

## DEFINITIONS

For the purposes of answering questions 4.5 to 4.10, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.legislation.gov.uk/ ukpga/2001/17/contents](http://www.legislation.gov.uk/ukpga/2001/17/contents) or purchased from The Stationery Office (telephone 0870 600 5522). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants applying with you.

### **War crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that **may** constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

### **Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

### **Genocide**

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

### **Terrorist activities**

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

### **Organisations concerned in terrorism**

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

## SECTION 5 - PHOTOGRAPHS

It is mandatory to provide the relevant photographs specified below, and for each photograph to comply with the mandatory format requirements specified in the separate photograph guidance provided with this form.

**Please note that this application will be invalid if you do not provide the photographs or if they do not comply with the specified mandatory format requirements.**

Tick the relevant box or boxes to confirm the photographs you are providing and enclose them in a small sealed envelope attached to section 1 as instructed there.

- Two recent identical passport-size photographs of yourself with your full name written on the back of each photograph. Please see the separate photograph guidance on the approved format.
- Two recent identical passport-size photographs of each dependant included in section 2 and applying for a transfer of conditions with you, with their full name written on the back of the photographs.

## SECTION 6 - DOCUMENTS

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

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

- Your current passport or other document. If you last entered the UK on a previous passport or other document, please also provide this document if you have it.
- The current passport(s) or other document(s) of each dependant included in section 2 and applying for a transfer of conditions with you. If they last entered the UK on previous passport(s) or other document(s), please also provide these documents if you have them.

Lost or stolen passport(s). If your and/or a dependant's passport, or other document confirming your/their immigration status has been lost or stolen, you must provide the following documents:

- A police report for the theft or loss if one was issued. If there is no police report, you will need to provide the police reference number for the reported theft or loss.
- Any Home Office letter(s) notifying you and/or your dependant(s) of the grant of limited leave to enter or remain in the UK, and
- Proof of your identity in the form of documents confirming your name and address, such as those listed below.

- UK driving licence
- council tax letters
- letter(s) confirming tenancy or mortgage payments
- electricity, gas or water bills
- letter(s) from employer(s) confirming employment
- letter(s) confirming registration with a doctor

## SECTION 7 - CONSENT FOR THE HOME OFFICE TO REQUEST VERIFICATION CHECKS

### From the applicant:

I understand that you will check whether the information and supporting documentation that I have supplied to the Home Office from a bank or utility company is correct. 'Correct' means that documents are unaltered originals issued by the bank or utility company and that the information on them is correct and applies to me or the person named as a customer on the document.

I agree to the bank or utility company, without seeking any further consent from me, telling you whether the information or documentation I have supplied is correct or in what way (if any) it is not correct.

I agree to the bank's or utility company's disclosure to the Home Office of any relevant personal data they hold on me for the above purposes. If I have not supplied correct information or supporting documentation to the Home Office the bank or utility company may disclose my relevant correct personal data.

If the information or supporting documentation also contains personal data relating to a joint customer or customers of mine on the bank or utility company account, or relates to another person who is to provide financial support, I confirm that I have obtained the consent of those persons to the disclosure of their personal data to the extent reasonably necessary for the above purposes.

I understand that the information obtained may be used as part of the decision making process about my application and may, if necessary, be disclosed to a court.

[I understand that providing information or documentation that is not correct will normally result in my application being refused and may lead to my prosecution for a criminal offence.]

Name and address of applicant

Postcode

Signature

Sign after printing the form.

Date of signature: enter as numbers with day, month then year.

**If the account with the bank or utility company is in the joint names of the applicant and other people, each of those others should sign the following declaration:**

The above-named person ('the applicant') has given the Home Office documentation about his or her accounts with banks or utility companies (a 'company') so that the Home Office can check that is correct. I am a joint customer with the applicant on some or all of those accounts. Information about the applicant may thus also reveal information about me.

I agree to the company giving the Home Office relevant personal data it holds about me in relation to the account. This only covers data about me as joint customer with the applicant (and not about any other accounts I hold in my sole name) and limited to what is necessary to confirm that the documentation the applicant has supplied is correct. If that documentation is not correct, the company may give the Home Office details of any inaccuracies/discrepancies in the information that the applicant has provided, and may also disclose to the Home Office the correct information that they have on record about the account.

I agree that this information may be used as part of the decision making process about the application and may, if necessary, be disclosed to a court.

Name and address of joint customer

Postcode

Signature

Date of signature (DD/MM/YYYY)

**If the account with the bank or utility company relates to another person who is to provide the applicant with financial support, that person\* should sign the following declaration:**

I am a friend or relative whom the above-named person ('the applicant') has stated will provide financial support. The Home Office is verifying this by checking the documentation which the applicant has supplied about my accounts with banks or utility companies (a 'company'). The company may thus reveal information about me to the Home Office or to the applicant.

I agree to the company giving the Home Office relevant personal data it holds about me in relation to my account. This is limited to what is necessary to confirm that the documentation the applicant has supplied is correct. If that documentation is not correct, the company may give the Home Office details of any inaccuracies/discrepancies in the information that the applicant has provided, and may also disclose to the Home Office the correct information that they have on record about the account.

I understand that this may involve the applicant obtaining further details about the account.

I agree that this information may be used as part of the decision making process about the application and may, if necessary, be disclosed to a court.

Name and address of third party

Postcode

Signature: If it's a joint account all customers should sign.

Date of signature (DD/MM/YYYY)

## SECTION 7 - DECLARATION

You must now read the declaration below and sign it. This must be signed by you (the applicant) and not by a representative or other person acting on your behalf. If you are under 18, your parent or guardian may sign.

It is mandatory for the declaration to be signed.

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

I hereby apply for a transfer of conditions, that is for my existing permission to be in the UK for a limited period (and that of any dependants applying with me) to be confirmed in another document issued to me/them, which I understand will be a biometric immigration document.

The information I have given in this form is complete and is true to the best of my knowledge.

I confirm that the photographs submitted with this form are a true likeness of myself and any dependants applying with me as named on the back of each photograph, and that I have had the opportunity to see the UK Visas and Immigration photograph guidance.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available I will inform the Home Office.

As required to do so by the Immigration (Biometric Registration) Regulations, I confirm that I also apply for a biometric immigration document for myself and any dependants applying with me. I understand that the Home Office may make enquiries about any responsible adult nominated to be present when any child under the age of 16 has their fingerprints and/or a photograph taken.

I understand that all information provided by me to the Home Office will be treated in confidence; that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions; and that, if such bodies provide the Home Office with any information about me which may be relevant for immigration purposes, it may be used in reaching a decision on my application.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent and detect fraud and money laundering. I also understand that such agencies may provide the Home Office with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the Home Office website.

I understand that documents provided in support of this application will be checked for authenticity; and that false documents will be retained and may result in my application being refused and in my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

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



I understand that if I am informing the Home Office that I have changed my gender, these details may in certain circumstances be shared with other Home Office colleagues. I consent to this, where necessary and understand that this information will only be shared in limited circumstances relating to identity and security in line with Section 22 of the Gender Recognition Act. I am aware they will otherwise be treated in confidence and that my rights under the Equality Act 2010, Data Protection Act 1998 and Article 8 of the European Convention on Human Rights will be unaffected.

Signature

Date of signature (DD/MM/YYYY)

## PHOTOGRAPHS AND DOCUMENTS CHECKLIST

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

### A. Listed items

Name of item	How many?
Photographs of yourself	
Photographs of any dependants applying	
Passports	
Travel documents	
Police report and crime reference number if passports lost or stolen	
Home Office letters notifying immigration status	
Documents proving identity	

### B. Other documents

Name of document	How many?

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

## FINAL CHECKS

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

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

Have you completed sections 1 and 3, and, if required to do so, section 2?

Have you provided the photographs specified in section 5 and are they in the approved format?

If you are unable to send us any of the documents specified in section 6 which are relevant to your application, or if you are unable to provide originals, have you given an explanation and said when you will be able to send them?

Have you completed the payment details page and made the correct payment?

Have you completed section 4 and the rest of the form as specified?

Have you provided your current passport or travel document and all other relevant documents specified in section 6 and are they originals?

Have you, or a parent or guardian if you are under 18, signed and dated the declaration in section 7?

Finally, if you are posting it, please make sure that the application is addressed exactly as shown below.

### Home Office

Leave to Remain - TOC PO Box 502  
Durham  
DH99 1WG