



EEA1

**REGISTRATION
CERTIFICATE**

Version 11/2007

Application for a registration certificate in the UK by:

**European Economic Area (EEA) nationals and their EEA or
Swiss national family members residing in the UK**

or

**Swiss nationals and their Swiss or EEA national family
members residing in the UK**

**THE ADDRESS TO WHICH YOU MUST POST
YOUR APPLICATION ON FORM EEA1 IS:**

Home Office
European Applications EEA1
P.O. Box 306
Dept 45
Liverpool
L2 0QN

For information about the other EEA forms, see page 4.

If you need help in completing this form telephone 0870 606 7766.

FORM EEA1: GUIDANCE NOTES

THERE IS NO LEGAL REQUIREMENT FOR EEA AND SWISS NATIONALS TO OBTAIN A REGISTRATION CERTIFICATE TO CONFIRM THEIR RIGHT OF RESIDENCE IN THE UK. THIS IS A VOLUNTARY REGISTRATION PROCESS FOR WHICH YOU SHOULD USE FORM EEA 1 IF YOU WISH TO APPLY

1 FOR WHICH APPLICATIONS SHOULD YOU USE FORM EEA1?

To apply for a registration certificate if you are an EEA national exercising Treaty rights in the UK. See part 15 of these notes for information about Treaty rights.

You may include your family members in the application if they are EEA or Swiss nationals.

To apply for a registration certificate if you are a Swiss national residing in the UK. You may include your family members in the application if they are Swiss or EEA nationals.

Although Switzerland is not a Member State of the EEA the Agreement between the European Community, its Member States and the Swiss Confederation on the free movement of persons gives similar rights of residence to Swiss nationals and their family members.

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

2 RELEVANT UK LEGISLATION

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

3 WHO CAN APPLY ON THIS FORM?

Only EEA or Swiss nationals and their EEA or Swiss family members residing in the UK.

4 WHEN TO APPLY

You may apply at any time during your stay in the UK.

5 MAKING SURE YOUR APPLICATION IS COMPLETE

Your application will be delayed if it is incomplete. To avoid that, you must:

make it on the current version of EEA1

provide all the photographs of yourself and any family members included in the application as specified in the form

provide all documents specified in the form

complete all sections of the form as required

sign and date the declaration in the form.

6 COMPLETING THE FORM

Please note the following guidance and information when you complete the form.

Use a black pen to complete the form - and capital letters for names, addresses and similar details.

Complete all sections as required including the Personal History section.

Section 1 This is where you give your own details. Leave a space between each name and part of the address(es) required in this section (do the same where names and addresses are required in other sections).

Sections 1 and 2 It's essential that you provide the photographs of yourself and any family members included in the application. Please use one staple or one paper clip in each person's case to attach them within the spaces provided. Do not use glue or any other sticky adhesive. See part 7 below for more guidance on photographs.

If there is any difference between the personal details given in these sections and those contained in your and/or your family member(s) passports or identity cards, we will always use those given in the passport(s) or identity card(s).

All sections If you are at present unable to provide any of the information or details requested in any of the relevant sections, please explain the reasons in a letter and enclose it with the application form. If you need help with any of the questions, you can seek advice by telephoning **0870 606 7766**.

Section 9 This section lists the documents and photographs which you have to provide. If you can't provide any of the documents specified in the application form, please explain why in a letter with the form and say when you will be able to provide them. See part 8 below for more guidance on documents.

Ensure that your passport or identity card and those of any family members included in the application are signed as required.

Section 10 You must sign and date the declaration. If you don't, it will delay your application.

7 PHOTOGRAPHS

You must provide the following photographs:

Two identical passport-size photographs of yourself with your name written on the back of each photograph

Two identical passport-size photographs of any family members included in the application with their names written on the back of each photograph.

The photographs should be in colour, recent (within the last month), and approximately 45 millimetres high and 35 millimetres wide, the size of a passport photo.

Each photograph must show the individual's full face clearly against a light background. Sunglasses are not acceptable. Nor is any head covering unless this has to be worn for religious or cultural reasons. But if the covering conceals the face, this will not be acceptable.

If the application(s) is/are successful, the photograph(s) provided will be reproduced in your and your family members' registration certificate(s).

8 DOCUMENTS

All documents provided with the application must be originals.

Exceptionally, a certified copy may be acceptable. The copy must be certified by the body or authority which issued the original (for example, a copy of a savings book certified by the building society or bank), or by a notary. The reasons for providing a certified copy rather than the original document must be explained in covering letter.

Generally speaking, it is unlikely that we will be able to grant your application without seeing the original documents.

9 APPLYING BY POST - THE ADDRESS

If you are applying by post, the address to which you must post an application on form EEA1 is:

**Home Office
European Applications EEA1
P.O. Box 306
Dept 45
Liverpool
L2 0QN**

Posting it to any other address will delay it.

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

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

We will return your passport(s) and other documents by Recorded Delivery. If you would like them to be returned by Special Delivery, you must provide a prepaid Special Delivery envelope big enough for the documents to be returned.

10 APPLYING IN PERSON

We offer a same-day service to people who apply on form EEA1 in person at our Public Enquiry Office (PEO) in Croydon.

Appointments. *To apply in person you must make an appointment in advance with the Croydon PEO. Make an appointment only when you have completed the correct form, and have all the documents and photographs.*

If you attend the PEO without making a prior appointment, your application will not be accepted there. PEO appointments are limited to a certain number each day. If you cannot book one before your authorised stay in the UK is due to run out, you can make your application by post.

The address of the Croydon PEO is:

**Public Enquiry Office
Lunar House
40 Wellesley Road
Croydon
CR9 2BY**

The opening times from Monday to Friday inclusive are 8.00 - 4.00. The telephone number is **0870 606 7766**.

For up-to-date information on opening times and services, please check the PEO pages on our website or phone the number above.

11 DECISION TIMES

We aim to decide applications as soon as possible. For information on the current processing times for postal applications for registration certificates on form EEA 1, see the "EEA/EU nationals" page on our website.

12 CONTACTING US AFTER YOU HAVE APPLIED

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

To send us more information about your application, write to the address in part 9 and give the following details in your letter:

the applicant's full name, date of birth and nationality

any Recorded or Special Delivery number

the date on which the application was posted or made in person

the Home Office reference number if you have one.

If you need your passport because you have to travel urgently and unexpectedly, call **0870 606 7766** and provide the personal and other details listed immediately above.

13 OBTAINING ANOTHER FORM

You can obtain application forms from the Application Forms Unit on **0870 241 0645** or from our website.

14 OTHER TELEPHONE ENQUIRIES

For enquiries other than obtaining an application form call **0870 606 7766**.

We also have the following freephone textphone number **0800 38 98 28 9**.

15 YOUR RIGHT TO RESIDE IN THE UK

EEA nationals have a right to reside in the UK if they are exercising a Treaty right in one of the following categories:

- **Worker:** a person who is pursuing an effective and genuine activity for remuneration as an employed person
- **Self-employed**
- **Student**
- **Economically self-sufficient**
- **Retired:** a person who has been economically active; or
- **Incapacitated:** a person who is permanently incapacitated and unable to pursue employment, having been economically active.

The following nationals may exercise Treaty rights in the UK:

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

* The nationals of the countries marked with a single asterisk may have to register on the Worker Registration Scheme. For advice on how to obtain information about this, see part 16 below. If you have to register on the Scheme, you are not eligible to apply for a registration certificate on the basis of employment until you have worked legally in the UK for a continuous period of 12 months during which time you were not out of work for more than 30 days. You are not required to register on the Scheme if you are self-employed.

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

*** Bulgaria and Romania joined the European Union on 1 January 2007. Guidance and application forms for Bulgarian and Romanian nationals are to be found at www.workingintheuk.gov.uk

16 WORKER REGISTRATION SCHEME

If you are a national of the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia working in the UK you may have to register on this Scheme (this Scheme does not apply to self-employment). Further information about the Scheme is available at www.workingintheuk.gov.uk

17 OTHER EEA FORMS

The other EEA forms are as follows:

EEA 2 for residence card applications by non-EEA national or non-Swiss national family members of an EEA national or Swiss national

EEA 3 for permanent residence applications by EEA nationals and their EEA or Swiss national family members and by Swiss nationals and their Swiss or EEA national family members

EEA 4 for permanent residence applications by non-EEA or non-Swiss national family members of an EEA national or Swiss national

FMRS for residence stamp applications by non-EEA national family members of persons required to register under the Worker Registration Scheme.

18 CHOOSING AN IMMIGRATION ADVISER

If you engage an immigration adviser, take care when choosing one. The Office of the Immigration Services Commissioner (OISC) regulates immigration advisers. Their website at www.oisc.gov.uk contains a list of authorised advisers. It also has links to websites for solicitors, barristers and legal executives. If you have a complaint about an immigration adviser or need other information, the OISC contact details are:

Office of the Immigration Services Commissioner
5th Floor
Counting House
53 Tooley Street
London
SE1 2QN

Telephone: **0845 000 0046**

Alternatively the Law Society, which regulates solicitors in England and Wales, can help you find a solicitor. You can contact them on **0870 606 6575** or visit their website at www.lawsociety.org.uk

If you wish to complain about a solicitor you can contact the Law Society's Consumer Complaints Service helpline on **0845 608 6565** or write to them at:

The Law Society
Victoria Court
8 Dormer Place
Leamington Spa
Warwickshire
CV32 5AE

19 COMPLAINTS ABOUT OUR SERVICE

If you want advice on how to make a complaint about our service please telephone **0870 241 6523** or visit our website. You may complain, in writing, to:

BIA Customer Focus Team
PO Box 1384
Croydon
CR9 3YJ

Or by email to: bia.cu@homeoffice.gsi.gov.uk

20 DATA PROTECTION NOTICE

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

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

SECTION 2 - EEA OR SWISS NATIONAL FAMILY MEMBERS INCLUDED IN YOUR APPLICATION

Please give details below of any EEA or Swiss national family members included in the application. If more than 3 are applying, please give their details, with photographs, on a copy of this page and enclose it with this form. Non-EEA or non-Swiss national family members wishing to apply for a residence card should complete form EEA2.

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

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

Attach two identical photographs of the family member here with a staple or paper clip

Do not use glue or other sticky adhesive

Family member's full name

Nationality

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Date of birth

Day		Month		Year				Gender - please tick		Male	Female
								<input type="checkbox"/>	<input type="checkbox"/>		

Relationship to you

--

Home Office reference if they have one

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Attach two identical photographs of the family member here with a staple or paper clip

Do not use glue or other sticky adhesive

Family member's full name

Nationality

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of birth

Day		Month		Year				Gender - please tick		Male	Female
								<input type="checkbox"/>	<input type="checkbox"/>		

Relationship to you

--

Home Office reference if they have one

--

Attach two identical photographs of the family member here with a staple or paper clip

Do not use glue or other sticky adhesive

Family member's full name

Nationality

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Date of birth

Day		Month		Year				Gender - please tick		Male	Female
								<input type="checkbox"/>	<input type="checkbox"/>		

Relationship to you

--

Home Office reference if they have one

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SECTION 8 - PERSONAL HISTORY

You must answer all the questions in this section on behalf of yourself and any family members included in this application. It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true. Information given will be checked with other agencies.

8.1 Do you or any family members included in this application have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgments made against you? Yes No

*If you have answered **yes** to question 8.1 above please give details below for each criminal conviction and/or civil judgment, starting with the most recent one - but first see **Note 1** about criminal convictions. If you or any family members included in this application have received more than two convictions and/or civil judgments, give details on a copy of this page and enclose it with this form.*

Note 1 Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about the Act is given towards the end of this section.

Name of person convicted or against whom a civil judgment was made

Nature of the criminal offence or the civil action (give details on a separate sheet and enclose it with this form if you need more space)

Details of the sentence or civil judgment (give details on a separate sheet and enclose it with this form if you need more space)

Date of sentence/judgment

Country where the sentence was passed or the civil judgment was made

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Name of person convicted or against whom a civil judgment was made

Nature of the criminal offence or civil action (give details on a separate sheet and enclose it with this form if you need more space)

Details of the sentence or civil judgment (give details on a separate sheet and enclose it with this form if you need more space)

Date of sentence/judgment

Country where the sentence was passed or the civil judgment was made

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For help in answering the questions below, please see the definitions on the next page.

8.2 Have you or any family members included in this application ever been charged in any country with a criminal offence for which you have not yet been tried in court? Yes No

8.3 In times of either peace or war have you or any family members included in this application ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide? Yes No

8.4 Have you or any family members included in this application ever been involved in, supported or encouraged terrorist activities in any country? Yes No

8.5 Have you or any family members included in this application ever been a member of, or given support to, an organisation which has been concerned in terrorism? Yes No

8.6 Have you or any family members included in this application 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

SECTION 8 - PERSONAL HISTORY

8.7 Have you or any family members included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes No

If you have answered **yes** to question **8.2, 8.3, 8.4, 8.5, 8.6** or **8.7** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

DEFINITIONS

For the purposes of answering questions **8.3** to **8.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at www.opsi.gov.uk/acts/acts2001/20010017.htm or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any family members included in the application.

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 9 - DOCUMENTS AND PHOTOGRAPHS

For your application to be complete, you must provide the documents and photographs listed in this section which are relevant to your application.

Tick the boxes next to the relevant items to show the documents and photographs you are providing. Attach all photographs to the spaces in sections 1 and 2 as instructed there.

Two recent passport-size photographs of yourself with your name on the back of each photograph. Please see the guidance notes for information on what types of photograph are acceptable.

Two recent passport-size photographs of each family member included in section 2 for whom a registration certificate is required with their name on the back of the photographs attached.

Your current passport or ID card. If you last entered the UK on a previous passport or ID card, please also provide this document if you have it.

The current passport(s) or ID card(s) of each family member included in section 2 for whom a registration certificate is required.

If section 3 (employment) has been completed, contract(s) of employment, letter(s) from your employer(s) confirming your employment or your most recent wage slips (at least one) should be provided. These should feature a full national insurance number rather than a temporary one.

If section 4 (self - employment) has been completed, evidence to show you are self-employed, eg a lease on business premises, Construction Industry Scheme card, Inland Revenue self-assessment forms, bank statements, invoices or national Insurance contributions.

If section 5 (students) has been completed, a school, college or university letter confirming enrolment on a course of study and giving the completion date of the course; and evidence of funds available to you such as a bank statement or a document confirming the receipt of a grant or scholarship.

If section 6 (economically self-sufficient, retired or incapacitated) has been completed,

evidence of funds to show you are economically self-sufficient, eg a bank statement. If these funds come from a family member, evidence of their employment or funds should be supplied; or

evidence to show you are retired, eg document(s) confirming the receipt of a pension; or

evidence to show you are permanently incapacitated, eg doctor's letter or medical report confirming permanent incapacity, having previously been in employment or self employment.

If section 7 (Worker Registration Scheme) has been completed,

Your worker registration card and all worker registration certificate(s)

and one of the following as evidence of continuous employment for 12 months following worker registration:

letter(s) from your employer(s) confirming your employment over the last 12 months; or

wage slips for the last 12 months; or

contract(s) of employment covering the last 12 months.

SECTION 10 - DECLARATION

You must now read the declaration below and sign it. It 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.

I hereby apply for a registration certificate for myself and any EEA or Swiss national family members listed in this form. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself and any family members included in the application form, as named on the back of each photograph.

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

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that the documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the Border and Immigration Agency and other relevant authorities for the purposes of 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 to make a statement or representation which I know to be false or do not believe to be true, or to obtain or seek to obtain a registration certificate by means which include deception.

Signed

Date

DOCUMENT CHECKLIST

Please complete this part of the form. It will help us to make sure that we have received the documents you supplied and to keep a record of them while they are in our possession. The list is a standard one covering important documents which are common to most application types. Please state how many of each of the following you have provided.

Passports and/or ID cards Birth certificates Marriage or civil partnership certificates Driving licences Other (please list below)

FOR OFFICIAL USE ONLY

Passports and/or ID cards Birth certificates Marriage or civil partnership certificates Driving licences Other (please list below)

Signed

Date

APPLICANT'S CHECKLIST

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

Is EEA1 the right form for you and is it valid for use? See date on front page. Have you completed all relevant sections of the form as specified?

Have you sent the documents and photographs specified in section 9 as listed below?

Current passport(s) or ID card(s) including those for family member(s) Photographs Worker registration card and all worker registration certificate(s) All other relevant documents specified in section 9

Have you, or your parent/guardian if you are under 18, signed and dated the declaration in section 10? If you are unable to send us any of the documents specified in section 9 which are relevant to your application, have you given an explanation and said when you will be able to send them?

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

**Home Office
European Applications EEA1
P.O. Box 306
Dept 45
Liverpool
L2 0QN**