



Home Office

IMMIGRATION & NATIONALITY DIRECTORATE

EEA1: RESIDENCE PERMIT

Version 10/2005

This form should only be used by EEA nationals and EEA national family members wishing to apply for a Residence Permit

Form	Used by
EEA 1 RESIDENCE PERMIT	EEA nationals and EEA national family members wishing to apply for a Residence Permit and who are residing in the United Kingdom.
EEA 2 RESIDENCE DOCUMENT	Non- EEA national family members of an EEA national wishing to apply for a Residence Document and who are residing in the United Kingdom.
EEA 3 PERMANENT RESIDENCE	EEA nationals and EEA family members wishing to apply for Permanent Residence and who are residing in the United Kingdom.
EEA 4 PERMANENT RESIDENCE	Non-EEA national family members of an EEA national wishing to apply for Permanent Residence and who are residing in the United Kingdom.

This form should also be used by Swiss nationals who are seeking confirmation of their status following the Agreement between the European Community and its Member States.

BUILDING A SAFE, JUST AND TOLERANT SOCIETY

This form is intended to be used for applications made on or after 31 October 2005



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APPLICATION DETAILS: GUIDANCE ON COMPLETING SECTIONS 1-11

BUILDING A SAFE, JUST AND TOLERANT SOCIETY

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1 FOR WHICH APPLICATIONS CAN YOU USE FORM EEA1?

- You should only use this form if you are an EEA national wishing to apply for a Residence Permit;
- You can use this form to make your own application and an application on behalf of your family members who are also EEA nationals and who are residing in the United Kingdom.
- This form should be used by EEA nationals only; non-EEA national family members should apply for a Residence Document by completing Form EEA 2;
- EEA nationals who wish to apply for permanent residence should refer to Form EEA 3;
- Non-EEA national family members seeking permanent residence should refer to Form EEA 4.

2 COMPLETION OF YOUR APPLICATION

The Immigration (European Economic Area) Regulations 2000 set out the legal requirements for an application for a residence permit. Before making your application you may wish to consult the relevant part of those Regulations. Applicants are encouraged to complete all relevant sections of this form, but failure to do so will not affect the legal validity of the application provided you comply with the requirements of the Regulations.

Please provide all relevant documentation as this will assist in the quick resolution of your case.

Provide all the photographs (2 per person included on the form).

Where possible please ensure all documents are originals. If you can't provide the original document at the time of application, please explain why and say when you will provide it. If you provide a certified copy, it should be a copy certified by the body or authority which issued the original (for example, a copy of a savings passbook certified by the building society or bank), or by a notary.

3 SUBMISSION OF YOUR APPLICATION FORM

When you have completed your application form you should send it to:

**European Applications EEA1/2
Immigration & Nationality Directorate
Home Office
4th Floor, Block B
Whitgift Centre
15 Wellesley Road
Croydon
CR9 1AT**

Posting your application to any other address will delay it. We recommend that you use Recorded or Special Delivery. This helps us to record the receipt of your application. Please make sure that you keep a record of the Recorded or Special Delivery number.

WE DO NOT OFFER A SAME-DAY SERVICE AT ANY OF OUR PUBLIC ENQUIRY OFFICES FOR APPLICATIONS MADE ON THIS FORM.

4 CONTACTING US AFTER YOU HAVE APPLIED

You may need to contact us after you have applied - either to send us more information about your application or to tell us that you need your passport or another document urgently. There are different addresses for these purposes as set out below. Please make sure that you use the correct address.

In each case, please give the following details in your letter:

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

To notify us of a change in your circumstances please use the address below

**European Applications
Immigration & Nationality Directorate
Home Office
4th Floor, Block B
Whitgift Centre
15 Wellesley Road
Croydon
CR9 1AT**

If you need your passport or another document urgently, please use the following address

**Immigration and Nationality Directorate
Passport Hotline
15th Floor
Lunar House
40 Wellesley Road
Croydon
CR9 2BY**

You may also telephone **0870 606 7766** for the return of your passport.

We return all documents by Recorded Delivery.

If you wish your passport and documents returned to you by Special Delivery, you will need to provide a pre-paid Special Delivery envelope appropriate to the size and weight of the documents submitted.

5 WORKERS REGISTRATION SCHEME

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

You may also email any queries you have relating to the Workers Registration Scheme to:

wrs@ind.homeoffice.gsi.gov.uk

If you are a national of one of the States covered by the registration scheme, please see below if you are required to register.

Unless you fall within one of the categories listed below you are required to register if:

- you started a new job on or after 1st May 2004;
- you were working in the UK before 1st May 2004 without authorisation/in breach of your immigration conditions.

Any change of employment should be registered with the Workers Registration Scheme.

You are not required to register if:

- you had leave to enter or remain in the UK on 30th April 2004 that was not subject to any conditions restricting employment;
- you had been legally working in the UK without interruption for 12 months or more on 30th April 2004 or have subsequently completed 12 months uninterrupted legal working;
- you have the nationality of the UK, another EEA State (other than one of the other accession States whose nationals are subject to the worker registration scheme);
- you are providing services in the UK on behalf of an employer who is not established in the UK;
- you are the family member (spouse or child who is under 21 or dependent) of a Swiss or EEA national who is in the UK as a worker (other than a worker who is required to register under the worker registration scheme) or a self-employed person;
- you are the family member (spouse or dependant child) of a Swiss or EEA national who is in the UK as a self-sufficient person, a retired person or a student;
- you were legally working in the UK before 1st May 2004 and have not changed jobs.

6 EXERCISING YOUR RIGHT TO RESIDE

You may exercise your right to reside here if you fall into one of the following categories (as defined in the relevant legislation):

- **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.
- **Provider or recipient services**

The following nationals may exercise Treaty Rights in the United Kingdom:

Austria	Belgium
Cyprus	Czech Republic*
Denmark	Estonia*
Finland	France
Germany	Greece
Hungary*	Iceland
Italy	Latvia*
Liechtenstein	Lithuania*
Luxembourg	Malta
Netherlands	Norway
Poland*	Portugal
Slovakia*	Slovenia*
Spain	Sweden

* Nationals of these countries are not eligible to apply for a Residence Permit on the basis of employment (not including self-employment) until they have legally worked in the UK continuously for a period of 12 months. This means that they must not have been out of work for more than a total of 30 days in a 12 month period. For further information please refer to the Workers Registration Scheme at the following website address **www.workingintheuk.gov.uk**

7 OBTAINING ANOTHER FORM

You can obtain another form from the Application Forms Unit on **0870 241 0645** or by downloading it from the Home Office website at **www.ind.homeoffice.gov.uk**

8 DECISION TIMES

We aim to decide applications as soon as possible. Our published service standards for deciding non-charged applications made in 2005/06 are:

Applications made by post: decide 25% of applications within 4 weeks (20 working days) and 30% within 14 weeks (70 working days).

9 OTHER TELEPHONE ENQUIRIES

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

We have a freephone textphone service on **0800 38 98 28 9**.

10 CHOOSING AN IMMIGRATION ADVISER

This form is designed to let you make your own application. If you engage an immigration adviser, you should 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.solicitors-online.com**

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**

11 COMPLAINTS ABOUT IND

If you want advice on how to make a complaint about the service you have received from the Immigration and Nationality Directorate please telephone **0870 241 6523** or visit our website at **www.ind.homeoffice.gov.uk**

You may complain, in writing, to:

**IND Complaints Unit
PO Box 1384
Croydon
CR9 3YJ**

Or email us at: **ind.cu@homeoffice.gsi.gov.uk**
Please note that we are currently only able to accept complaints in writing.

12 DATA PROTECTION NOTICE

All information given by you will be treated in confidence by the Home Office but it may be disclosed to other government departments, agencies, local authorities, other bodies and the police where necessary for immigration and nationality purposes or to enable them to carry out their functions.



IMMIGRATION & NATIONALITY DIRECTORATE

EEA1: RESIDENCE PERMIT

SECTION 1 Lead EEA national's details

Version 10/2005

This form should only be used by EEA nationals and EEA national family members wishing to apply for a Residence Permit

Attach applicant's photograph here

The personal details of the lead EEA national applicant should be entered at 1.1 to 1.10. Where there are applicants in addition to the lead applicant and they are also EEA nationals, their personal details should be entered at 2.1

LEAD EEA NATIONAL'S DETAILS

Please complete the form in BLOCK CAPITALS and black ink as it may be photocopied.

1.1 Title (Mr, Mrs, Ms, Miss, Other)

Full name as shown on ID card or passport

Maiden name or any other names by which you have been known.

1.2 Nationality

1.3 Date of birth

Day Month Year

Gender

M F

1.4 Home Office reference (if known)

1.5 Passport or ID Card number (as shown on ID submitted with application)

1.6 Date on which you last entered the UK

Day Month Year

1.7 UK address. (Please let us know immediately if this changes)

1.8 Post code

1.9 Daytime telephone number

1.10 The address /representative to which you would like us to return your documents and send any correspondence about your application

Post code

This form is intended to be used for applications made on or after 31 October 2005

SECTION 2 EEA national family member details below (please see guidance before completing)

Non-EEA national family members seeking residence documentation should apply for a Residence Document by completing Form EEA2.

2.1

Do you have any EEA national family members living with you in the UK? Yes No

If you have answered **yes** to question **2.1** and they are applying, please give their details below. If you need more space continue on another sheet and provide it with your application.

Attach
family member's
photographs here

Family member's full name

Nationality

Date of birth

Day	Month

Year

Relationship to you

Gender

M	<input type="checkbox"/>	F	<input type="checkbox"/>
---	--------------------------	---	--------------------------

Home Office reference (if known)

Attach
family member's
photographs here

Family member's full name

Nationality

Date of birth

Day	Month

Year

Relationship to you

Gender

M	<input type="checkbox"/>	F	<input type="checkbox"/>
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Home Office reference (if known)

Attach
family member's
photographs here

Family member's full name

Nationality

Date of birth

Day	Month

Year

Relationship to you

Gender

M	<input type="checkbox"/>	F	<input type="checkbox"/>
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Home Office reference (if known)

SECTION 2 EEA national family member details (continued)

Family member's full name

Nationality

Date of birth

Relationship to you

Gender

Day	Month	Year		M		F	
-----	-------	------	--	---	--	---	--

Attach family member's photographs here

Home Office reference (if known)

Family member's full name

Nationality

Home Office reference (if known)

Date of birth

Relationship to you

Gender

Day	Month	Year		M		F	
-----	-------	------	--	---	--	---	--

Attach family member's photographs here

Home Office reference (if known)

Family member's full name

Nationality

Date of birth

Relationship to you

Gender

Day	Month	Year		M		F	
-----	-------	------	--	---	--	---	--

Attach family member's photographs here

Home Office reference (if known)

If parents details are not shown in the child's travel document, documentary evidence of relationship to EEA family member should be provided ie full birth certificates.

If the relationship is other than a parent child please provide appropriate evidence to confirm the relationship i.e. full birth certificates or marriage certificates.

SECTION 3 *Employment*

Worker - person pursuing an effective and genuine activity for remuneration as an employed person. If you are applying on the basis of being a worker and have not been previously required to obtain a Worker Registration Card please complete Section 3. If you have previously registered on Workers Registration Scheme please proceed to Section 7.

3.1

Full name of employer

3.2

Business address

Postcode

3.3

Telephone number where your employer can be contacted (we may phone your employer to check your current employment status)

3.4

Address where applicant will be employed, if different from above

Postcode

EVIDENCE OF EMPLOYMENT: Please provide us with at least one of the following:

Contract(s) of employment

Most recent wage slips (at least one)

Letter(s) from employer confirming your employment

SECTION 5 *Students*

5.1 Name and address of educational establishment

Postcode

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

5.2 Course title _____

5.3 Date commences/commenced (dd/mm/yy) _____

Date course of study will end (dd/mm/yy) _____

Please note that you will be required to provide documentary evidence of your studies/course ie a College or University letter confirming enrolment and completion date of course.

SECTION 6 *Other qualified persons*

On what basis are you applying for a Residence Permit?

Economic self-sufficiency evidence of funds sufficient to maintain yourself and dependants during the time you intend to reside on this basis.

Retirement evidence of receipt of a pension

Incapacity Doctor's letter or medical report, these should state if the incapacity is likely to be permanent

Provider/recipient of services evidence of services provided/received and length of time you will be providing these services

SECTION 7 Worker Registration Scheme

This section should be completed by those who are required to register under the Worker Registration Scheme.

7.1	Have you previously been required to register with the Worker Registration scheme?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(If Yes , please complete below if No please go to Section 8)
7.2	Date Worker Registration Card issued (dd/mm/yy)
7.3	Your Worker Registration Card reference number <input style="width: 150px; height: 20px;" type="text"/>
7.4	Have you changed employment since you obtained your Registration Card and Worker Registration Certificate? <input style="width: 150px; height: 20px;" type="text"/>
	(Please provide your Worker Registration Card and your Worker Registration Certificate. If you have changed your employment, please provide any additional Worker Registration Certificates. You must also provide details/dates of the employment below). Yes <input type="checkbox"/> No <input type="checkbox"/>

Full name of employer	Date employment commenced	Date employment ended
Full name of employer	Date employment commenced	Date employment ended
Full name of employer	Date employment commenced	Date employment ended
Full name of employer	Date employment commenced	Date employment ended
Full name of employer	Date employment commenced	Date employment ended
7.5	Have you been unemployed since you obtained your Registration Card?	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7.6	Dates of unemployment (please provide full details of unemployment subsequent to obtaining your Worker Registration Card)	

SECTION 7 Worker Registration Scheme (continued)

Please provide us with the following documentation to prove that you have been lawfully engaged in employment in the UK whilst registered on the WRS for a continuous 12 month period :

Wage slips that cover a period of employment over the past 12 months

Contract(s) of employment covering the past 12 months

Letter(s) from employer(s) confirming your employment covering the last 12 months

SECTION 8 Additional questions

This section should be completed by all applicants. Information given may be checked with other agencies. If dependants included on this application have a criminal conviction(s) it is your responsibility to ensure that pages 14 and 15 of this form are duplicated and each dependant with a conviction completes the relevant sections.

8.1

Do you have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you?

Yes

No

If you have answered **yes** to question 8.1 you should give details below for each sentence starting with the most recent one. If you have received more than two sentences you should continue on another sheet. If you have answered **no** to question 8.1 please go to question 8.2.

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.

First sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

Second sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

8.2

Have you ever been charged or indicted inside or outside the UK with a criminal offence for which you have not yet been tried in court?

Yes

No

8.3

Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.**

Yes

No

8.4

To your knowledge, have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.**

Yes

No

8.5

Have you ever been involved in the financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts of terrorism either within or outside the UK or have you ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims?

Yes

No

SECTION 8 Additional questions (continued)

8.6

Have you engaged in any other activities which might be relevant to the question of whether you are a person of good character?

Yes

No

If you have answered **yes** to question **8.2, 8.3, 8.4, 8.5** or **8.6** 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 in the UK 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** and **8.4**, the following information provides guidance 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 website **www.opsi.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.

SECTION 9 *Documentary evidence*

The documents and photographs required for yourself, and any EEA family members for whom a Residence Permit is required, are listed below.

Please tick the boxes next to the relevant items to indicate the documents and photographs you are sending.

You should attach all photographs to Sections 1 and 2 of the form in the spaces provided.

Two recent full face passport-sized photographs of yourself with your name written on the back of each photograph attached.	<input type="checkbox"/>
Two recent full face passport sized photographs of each family member for whom a Residence Permit is required with their name written on the back of the photographs attached.	<input type="checkbox"/>
Your current passport or national ID Card. If you do not have a passport or national ID Card you must provide another form of identity.	<input type="checkbox"/>
Current passport(s) or national ID Card(s) for each family member for whom a Residence Permit is required. If they do not have passport(s) or national ID Card(s) you must provide another form of identity for them.	<input type="checkbox"/>
Most recent wage slips (at least one should be provided) This should feature a full National Insurance number rather than a temporary one	<input type="checkbox"/>
Contract(s) of employment.	<input type="checkbox"/>
Letter(s) from your employer confirming your employment.	<input type="checkbox"/>
A College or University letter confirming enrolment and completion date of course. If you are in receipt of a grant or scholarship please provide evidence of this.	<input type="checkbox"/>
Evidence of funds ie a bank statement	<input type="checkbox"/>
Evidence of receipt of a pension	<input type="checkbox"/>
Doctor's letter or medical report confirming permanent incapacity having previously been in employment/self-employment	<input type="checkbox"/>
Evidence in support of your claim to be self-employed , see Section 4	<input type="checkbox"/>

For those people who have completed 12 months following worker registration, and are now applying for a Residence Permit, the following should be provided:

Wage slips that cover a period of employment over the past 12 months	<input type="checkbox"/>
Contract(s) of employment covering the last 12 months	<input type="checkbox"/>
Letter(s) from your employer confirming your employment covering the last 12 months	<input type="checkbox"/>

Have you or your EEA national family members been issued with any other Home Office file reference number?

Yes

No

If **yes**, write it here

If you do not have a reference number but have made a previous application, please give details here

SECTION 10 Declaration

Please now read and sign the declaration.

It should be signed by you (the applicant) and not by a representative or other person acting on your behalf. If you are under 18, your parent or guardian must sign.

I apply for a Residence Permit for myself and any EEA 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.

Data given on this form may also be used for training purposes.

I understand that all information given by me will be treated in confidence by the Home Office but that it may be disclosed to other government departments, agencies, local authorities, other bodies and the police where necessary for immigration and nationality purposes or to enable them to carry out their functions.

Signed

Date

SECTION 11 Document checklist

Please complete this part of the form. It will help us to:

- (a) make sure that we have received the documents you supplied; and
- (b) keep a record of them while they are in our possession.

You may not have to provide all the documents listed here.

Please state how many of the following you have provided:

Passports	<input type="checkbox"/>	Marriage certificates	<input type="checkbox"/>
National ID Cards	<input type="checkbox"/>	Police registration certificates	<input type="checkbox"/>
Birth certificates	<input type="checkbox"/>	Driving licences	<input type="checkbox"/>
Other (please specify)			

FOR OFFICIAL USE ONLY

Passports	<input type="checkbox"/>
National I D Cards	<input type="checkbox"/>
Birth certificates	<input type="checkbox"/>
Marriage certificates	<input type="checkbox"/>
Police registration certificates	<input type="checkbox"/>
Driving licences	<input type="checkbox"/>
Other as listed above	<input type="checkbox"/>

Signature

Date

Applicants checklist

Please make the following checks before submitting your application.

- **Are you sure that form EEA1 is the right form for you?**
- Have you completed all the applicable sections of the form as specified?
- Have you sent us the following documents (as specified in Section 9):
- Current passport(s) or national ID Card(s) including those of any family members included in the application?
- Photographs, including those of any family members included in the application?
- Are there any dependants included on this application with a criminal conviction if so it is your responsibility to ensure that you duplicate pages 14 and 15 and ensure that all dependants with criminal convictions complete the copied pages and attach them to this application?
- If you are unable to send us any of the documents or photographs specified in Section 9, have you given an explanation and said when you will be able to send them?
- Have you signed and dated the declaration in Section 10 of the form?

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

**European Applications EEA1/2
Immigration & Nationality Directorate
Home Office
4th Floor, Block B
Whitgift Centre
15 Wellesley Road
Croydon
CR9 1AT**