



EEA(PR): guidance notes

This document provides detailed guidance on the evidence you must submit if you're applying for a document certifying permanent residence or permanent residence card.

Read this document carefully before you submit your application. If you do not submit sufficient evidence to show that you qualify for a document certifying permanent residence or permanent residence card, we will refuse your application.

It's not mandatory to use the EEA(PR) application form but it will assist us in dealing with your application more efficiently if you do. Even if you choose not to use this form, you must pay the specified fee, submit the relevant supporting documents and (if you're a non-EEA national) give your biometric information.

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.

Unless otherwise stated, please send original documents only. Photocopies are not acceptable. If you're unable to send the original, please explain why. We're unlikely to be able to approve your application without sight of the original document.

If you receive bank statements in online/electronic format only, ask your bank to stamp each page with their official stamp.

If you wish to send any documents that are not in English or Welsh, you must get the document translated by a qualified professional translator. Ask the translator or translation company to confirm in writing on the translation:

- that it's a 'true and accurate translation of the original document'
- the date of the translation
- the full name and contact details of the translator or a representative of the translation company.

If your circumstances are particularly complex and you feel that the application form doesn't allow you to explain how you qualify, you may wish to include a covering letter with your application, clearly explaining your circumstances.

Send your completed application form, supporting documents, and payment of £65 (plus £65 for each family member included in your application, if applicable) to:

Home Office
EEA Applications
PO Box 590
Durham
DH 99 1AD

You can only apply by post. You cannot apply for a document certifying permanent residence or permanent residence card in person at our Premium Service Centres.

We recommend that you send your documents by Royal Mail Signed For™ or Special Delivery.

We will return your documents by Royal Mail Signed For™ Second Class mail. If you would like them to be returned by Special Delivery, you must provide a prepaid Special Delivery envelope which is large enough and covers the cost of postage. For further information on postage options, please refer to the Royal Mail website at www.royalmail.com.

The Home Office or persons acting on behalf of the Home Office may use your or your representative's email address to communicate with you about your application. You must check your email account at regular intervals and respond to any further information requests as soon as possible.

Applicants who are in the UK in breach of immigration laws

Please be aware that making this application does not automatically entitle you to remain in the UK while your application is being considered. If you are a person who requires, but no longer has, leave to enter or remain in the UK and the Home Office is satisfied you do not qualify for a residence card or any other form of leave, you may be liable to be removed. If you are detained for immigration purposes, you must immediately inform the Home Office and your detention centre that you have submitted an EEA application.

Change of circumstances while your application is pending

If you change personal details (for example a name change), your contact details (change of address or representative) or have a change in other circumstances (for example, your EEA national sponsor stops being a qualified person or you stop being a family member), you must inform the Home Office immediately and provide any relevant supporting documents.

Payment section

Complete this section carefully and ensure you enclose payment of £65, and (if applicable) an additional £65 for each family member included in your application.

If you do not, your application will be invalid and returned to you without consideration.

Biometric information (for non-EEA nationals only)

Complete this section in full. You must also submit the following with your application (if relevant):

Previously issued biometric documents

- Any biometric residence permits or residence cards (biometric format) previously issued to you and/or your family members
- If you can't submit the above documents, you must explain why and submit any relevant supporting evidence (e.g. police lost property report or crime reference number).

Special arrangements for medical conditions

If you have (or anyone applying with you has) a medical or physical condition which may require special arrangements for your biometric features to be recorded:

- A letter from a treating clinician registered with the General Medical Council (GMC) giving details of the condition and/or special needs and explaining any arrangements that may be necessary.

Sections 1-2: Applicant and sponsor details

Photographs

- Two passport-sized photographs of you (the main applicant) with your name written on the back
- Two passport-sized photographs of each family member applying with you (if applicable) with their names written on the back
- One passport-sized photograph of your sponsor (named in section 2) (if applicable) with their name written on the back.

All photographs must conform to the standards set out in the separate photograph guidance at: www.gov.uk/photos-for-passports.

Proof of identity and nationality

- Your valid passport, travel document or (if you're an EEA national) national identity card
- Valid passport, travel document or EEA national identity card for each family member included in your application (if applicable)
- Valid passport or national identity card for your sponsor (named in section 2) (if applicable).

If you're not able to submit a valid passport, travel document or national identity card for you, your sponsor or any family members included in your application, you must explain why (see questions 1.21 and 2.13) and submit alternative evidence of your identity and nationality.

Please note: we can only accept alternative evidence of your identity and nationality if you're unable to submit a valid passport, travel document or EEA national identity card due to circumstances beyond your control.

Proof of family relationship

You must show that you and any family members applying with you are related to your sponsor as claimed. See Annex A for guidance.

If you're applying as an **unmarried partner**, see notes for section 11.

Section 3: About your application

Complete this section as required.

Section 4: Replace or renew your permanent residence document

Proof of your status

- Your previous document certifying permanent residence, permanent residence card or equivalent document (if available), or
- Police lost property report/crime reference number if the document is lost or stolen
- Letter from your country's embassy confirming they've retained the passport containing your permanent residence document
- Any other relevant evidence to explain the whereabouts of your document.

Proof of residence (if required)

If your permanent residence document was issued more than 2 years ago, you must also send proof that you have not spent more than 2 years outside the UK, such as:

- evidence of your residence in the UK (see notes for section 5 below for guidance on the documents you can submit)
- stamps in your passport(s) if they clearly show you have not spent more than 2 years outside the UK.

Section 5: Residence and previous documentation

Evidence of residence in the UK

You must show that you, your family members, and your sponsor (if applicable) have been living in the UK for the relevant period.

If you're applying on the basis of 5 years' continuous residence, the evidence must cover the 5-year period. The documents should be spread evenly throughout the 5 years and come from a variety of sources. We recommend you submit at least 2 documents for each year of residence.

If you're applying as the family member of an EEA national who has died or ceased activity, you must show that you and the EEA national were resident in the UK immediately before EEA national died or ceased activity.

If you're applying as the spouse, civil partner or durable partner of the sponsor, you must show you've been living together – see notes for section 11 below.

If you're applying on the basis of a retained right of residence, you must show you have been resident in the UK since you retained your right of residence. If you have not previously been

issued with a registration certificate or residence card in this category, you must also show that you and your sponsor were living in the UK before the 'relevant date' – see notes for section 8.

- Letters or other documents from government departments or agencies, for example HM Revenue and Customs, Department for Work and Pensions, DVLA, TV Licensing
- Letters or other documents from your GP, a hospital or other local health service about medical treatments, appointments, home visits or other medical matters
- Bank statements/letters
- Building society savings books/letters
- Council tax bills or statements
- Electricity and/or gas bills or statements
- Water rates bills or statements
- Mortgage statements/agreement
- Tenancy agreement(s)
- Telephone bills or statements.

Previous residence documents

- Previous EEA residence documents, such as registration certificates, residence cards, etc
- Previous biometric residence permits, if you have any
- Previous passports, travel documents or national identity cards you've held since living in the UK.

Section 6: Relevant EEA national has died

- Your sponsor's (the relevant EEA national's) death certificate
- Proof your sponsor was working or self-employed in the UK before they died (see notes for section 9 and Annex B)
- Evidence of your and your sponsor's residence in the UK before your sponsor died (see notes for section 5 for examples of documents proving residence)
- If you answered 'yes' to question 6.5, evidence that your sponsor's death was due to an accident at work or occupational disease, such as a letter from a doctor or consultant.

Section 7: EEA national has ceased activity

All subcategories

- Proof that the relevant EEA national was working or self-employed in the UK before ceasing activity – see notes for section 9 and Annex B
- Proof that the relevant EEA national and any family members were resident in the UK for the required period before ceasing activity – see notes section 5 for examples.

EEA national has retired

- Proof of receipt of a state and/or company pension (e.g. letter from the pension provider, bank statements showing receipt of payments)
- Letter from the relevant employer confirming the date you/your sponsor retired.

EEA national is permanently incapacitated

- A letter from a doctor/consultant confirming your/your sponsor's incapacity and that it's expected to be permanent
- If the incapacity is the result of an accident or work or occupational disease, evidence of this, such as a letter from a doctor/consultant or evidence of compensation received from the employer

- If you receive a pension paid in part or full by an institution in the UK, evidence of this, such as a letter from the pension provider and/or bank statements showing receipt of payments.

EEA national is now active in another EEA member state

- Proof that you are/your sponsor is working or self-employed in another EEA state – see notes for section 9 or Annex B below for guidance on the type of documents you can submit
- Proof of residence in the EEA state – see notes for section 5 for examples
- Proof that you have/your sponsor has retained your/their residence in the UK – e.g. mortgage statement or tenancy agreement, utility or council tax bills for that property (see notes for section 5 above for list of documents).

Section 8: Retained right of residence

All subsections: proof of residence

If you have **not** previously been issued with a registration certificate or residence card on the basis of a retained right of residence, you must show that you, any family members applying with you, and your sponsor were living in the UK in accordance with the EEA Regulations at the relevant date (i.e. immediately before your sponsor died or left the UK, or date of divorce, annulment or dissolution).

If you're applying under category A (death of sponsor), you must show that you (and any family members applying with you) had been living in the UK for at least one year before you sponsor died.

If you're applying under category D(1) (marriage or civil partnership lasted at least 3 years), you must show that you and your sponsor lived in the UK for at least one year while still married to, or in a civil partnership with, each other.

See notes for section 5 above for examples of the types of document you can submit to prove your residence.

If you already have a registration certificate or residence card on the basis of a retained right of residence, you do not need to submit evidence of residence **before** the relevant date. However, you must show that you have lived in the UK in accordance with the Regulations **since** you were last issued with a registration certificate or residence card, and have completed 5 years' continuous legal residence in the UK.

Subsection A: sponsor has died

- Your sponsor's death certificate

Subsection B: child in education (sponsor has died or left UK)

- Death certificate of sponsor (if they have died)
- Evidence that the EEA national has left the UK (if applicable) – for example, a signed declaration from you or the EEA national, or evidence of their residence outside the UK
- Letter from the school/college/educational establishment confirming enrolment and attendance by the relevant child – this must show that the child was in education immediately before the relevant EEA national died or left the UK, and continues to be in education.

Subsection C: parent with custody of a child in education

- Evidence listed for subsection B above, plus

- Relevant court order (e.g. child arrangements order, residence order, or contact order), or
- Letter or statutory declaration from the sponsor agreeing to the child living with you.

Subsection D: Divorce, annulment or dissolution of marriage/civil partnership

Proof of divorce, annulment or dissolution

- Decree absolute, final dissolution order, or overseas equivalent.

(1) Marriage or civil partnership lasted at least 3 years

- If it's not clear from the decree absolute or dissolution order, evidence of the date legal proceedings began to end the relationship – e.g. certified copy of petition for divorce, nullity or dissolution.

(2) Custody of child of relevant EEA national

- Relevant court order (e.g. child arrangements order, residence order, or contact order), or
- Letter or statutory declaration from the sponsor agreeing to the child living with you.

(3) Access rights to child aged under 18

- Relevant court order confirming details of the access arrangements.

(4) Domestic violence or other compelling circumstances

If you have (or the relevant person has) previously been issued with a registration certificate or residence card on the basis of domestic violence, you do not have to submit this evidence again. Otherwise, you must submit relevant evidence, as listed below.

(a) At least **one** of the following:

- an injunction, non-molestation order or other protection order made against the sponsor (other than an ex-parte or without notice order)
- evidence of a relevant court conviction against the sponsor
- evidence of a police caution against the sponsor.

If the sponsor has not yet been convicted of an offence but there is a pending court case, you should submit evidence of this (such as a letter from the court confirming the date of the hearing).

Note: in this case, we recommend you send at least one other document from list (a) or (b).

(b) If you can't submit any of the above documents, you must submit at least **one** (more if possible) of the documents listed below:

- a medical report from a hospital doctor at a UK hospital confirming that you have injuries consistent with being a victim of domestic violence
- a letter from a general practitioner registered with the General Medical Council who has examined you and is satisfied that your injuries are consistent with being a victim of domestic violence
- an undertaking given to a court that the perpetrator of the violence will not approach you
- a police report confirming attendance at your home as a result of a domestic violence incident
- a letter from a social services department confirming its involvement in connection with domestic violence
- a letter of support or report from a women's refuge or other domestic violence support organisation
- any other relevant evidence of domestic violence or compelling circumstances.

Subsection E: Your sponsor's status at the relevant date

- Proof that your sponsor was an EEA national with a permanent right of residence or a qualified person at the relevant date – see section 9 below for guidance.

Note: if you find it difficult to provide all of the relevant evidence because your sponsor has died or left the UK, or you're no longer able to contact them, please provide as much information about them and evidence as you can.

Subsection F: Proof of your status since the relevant date

- Evidence that you have been working, self-employed or self-sufficient, or have retained your status as a worker or self-employed person, since you retained your right of residence – see section 9 below for guidance on what documents to submit, or
- Evidence that your non-EEA family member meets the above conditions, and
- Proof of your relationship to your non-EEA family member (if relevant) – see Annex A for guidance on how to prove you're related to another person.

Section 9: Relevant EEA national's activity in the UK

Subsection A: evidence of the relevant EEA national's activity as a qualified person

- Your sponsor's document certifying permanent residence if you answered 'yes' to question 9.3, **or**
- Proof that you have/your sponsor has been a qualified person for the relevant period – see below.

Employment

- Letter from each employer confirming the dates you/your sponsor worked for them, salary/wages, normal hours of work, and the reason the employment ended (if relevant)
- Wage slips and/or bank statements showing receipt of wages (this must cover each job you have/your sponsor has held during the relevant qualifying period)
- P60s for each year in which you were/your sponsor was employed.

If you can't submit the documents above (for example, you've lost the relevant documents, the employer is no longer trading or you are/your sponsor is unable to contact them), you should enclose a letter explaining why not and you must submit alternative evidence of the relevant employment, such as:

- P45s
- signed contract of employment
- notice of redundancy
- letter accepting resignation
- letter of dismissal
- employment tribunal judgment relating to the employment.

Self-employment

- Evidence of your/your sponsor's self-employment – see Annex B to these guidance notes.

Temporary incapacity

- A letter from a registered medical practitioner (general practitioner or consultant) confirming the nature of the illness or accident and how long the incapacity lasted or is likely to last
- Proof of any sick pay, statutory sick pay or sickness-related benefits (if relevant).

Study or vocational training

- Letter from the school, college, university or training provider confirming the title of course, start and end dates of the course, qualification the course leads/led to, whether the course is/was full- or part-time, details of any work placements involved.

Note: if you are/your sponsor is claiming to have retained your/their status as a worker, and you/they became voluntarily unemployed, the letter from the training provider must say whether and how the course is/was related to the previous employment.

Sufficient financial resources (students and self-sufficient persons)

At least one of the following:

- Itemised bank statements
- Building society pass book
- Evidence of receipt of a pension
- Evidence of income from rental property
- Wage slips from lawful employment
- Evidence of income from lawful self-employment
- (Student only) Evidence of a grant, scholarship or bursary
- (Student only) A declaration, signed and dated by the relevant EEA national, confirming that they have/had sufficient financial resources to cover them and any family members living in the UK (if applicable) not to become a burden on the UK's social assistance system during their period of stay in the UK as a student – this should be witnessed and counter-signed by a Commissioner for Oaths, public notary, or magistrate.

If a relative, friend or other person has been financially supporting you/your sponsor, you must enclose a signed and dated letter from that person confirming that they have been supporting you/your sponsor and for how long. You must also submit evidence of that person's finances as above.

Comprehensive sickness insurance (students and self-sufficient persons)

One of the following:

- Schedule or other document from a private medical insurance provider outlining the level of cover. This must have covered you/your sponsor/your family member(s) for the majority of risks while in the UK.
- Valid European Health Insurance Card (EHIC) (formerly form E111) issued by an EEA Member State (not the UK)
- Form S1 (formerly E106, E109, E121)
- Form S2 (formerly E112)
- Form S3.

Note: the definition of comprehensive sickness insurance does **not** include cash-back health schemes, travel insurance policies, or access to the UK's National Health Service (NHS).

Looking for work

- Evidence of registration as a jobseeker with Jobcentre Plus, the Jobs and Benefits Office or Social Security Office (such as a letter from the relevant office and/or proof of receipt of relevant benefits)
- Proof of registration with a recruitment agency
- Copies of recent job applications
- Rejection letters from employers
- Invitations to job interviews
- If you are/your sponsor is still looking for work, evidence of relevant professional, vocational or academic qualifications, or relevant work experience
- If you are/your sponsor is still looking for work, evidence of any training you are/your sponsor is doing or has done to improve your/their chances of finding work.

Other periods not accounted for

- If you completed 9.13, any other relevant evidence to show that you have or your sponsor has acquired permanent residence.

Subsection B: accession state workers

(See introduction to section 9B for definitions.)

- Any accession worker authorisation, registration or similar documents held by the relevant accession state national – e.g. WRS card or certificate, accession worker ('purple') card, worker authorisation ('purple') registration certificate, 'yellow' (student) registration certificate, 'blue' (exempt) registration certificate, SAWS card, etc
- Evidence of leave to enter or remain granted before the relevant accession period giving the accession state national permission to work
- Evidence of legally working for 12 months in accordance with one of the above documents – e.g. employer's letters, wage slips, etc
- Evidence of exemption from authorisation/registration – e.g. proof of family relationship to an EEA national qualified person.

Section 10: Family member of British citizen ('Surinder Singh')

Subsection A: your sponsor's activity in the EEA state

Employment

- Letter(s) from your sponsor's employer(s) confirming the job title, dates they worked for them, hours they normally worked, salary/wage, and reason for leaving
- Wage slips covering at least 3 months of employment and/or bank statements showing receipt of the wages.

See notes for section 9 for further guidance on evidence of employment.

Self-employment

- Evidence that your sponsor was genuinely self-employed in the EEA state, such as proof of registration with the relevant tax authorities, payment of relevant taxes as a self-employed person, contracts to provide services, invoices, bank statements or other documents showing proof of income. See **Annex B** for further guidance on evidence of self-employment.

Other activity (if relevant)

- Proof of temporary incapacity – e.g. doctor's letter – see notes for section 9.
- Proof of vocational training – e.g. letter from training provider – see notes for section 9.
- Proof of receipt of job-seeking benefits and evidence of looking for work (if your sponsor was involuntarily unemployed) – see notes for section 9.

Subsection B: residence in the EEA state

- Proof that you and your sponsor (and any other family members, if relevant) lived in the EEA state, such as tenancy agreements, utility bills, etc – see notes for section 5 for guidance for on proving residence.

Subsection C: integration in the EEA state (if required to complete this subsection)

- Evidence of any financial commitments in the EEA state – e.g. mortgage agreement, bank loans, etc
- Evidence of speaking or learning the language of the EEA state – e.g. qualifications or proof of attendance at language classes
- If you had any children attending school or college in the EEA state, evidence of this (e.g. letter from the relevant school/college, educational certificates, etc)
- Evidence of membership of any social or community groups
- Any other relevant evidence.

Section 11: Spouse, civil partner or durable partner of the sponsor

Evidence of living together with your sponsor

If you're applying as the unmarried (durable) partner of an EEA national, you must show that you have been living together in a relationship similar to a marriage or civil partnership since you were last issued with a registration certificate or residence card in this category.

If you're applying as the current spouse or civil partner of an EEA national (or of a British citizen, if you're applying under the Surinder Singh route), you do not have to prove you have been living together but it will assist your application if you do.

Examples of acceptable items are listed below. They should be addressed to you jointly or in both your names. The documents provided must be originals. Photocopies are not acceptable.

You can rely on all or some of the same documents submitted in support of section 5, provided they clearly show you and your partner have been living together.

We will consider each case on its individual merits but we recommend that you send at least 2 or 3 items addressed to you and your partner jointly for **each year** you have been living together (or each year since you were last issued with a registration certificate or residence card, if applicable). If you have changed address during this period, the evidence should cover each address you have lived at. The evidence should come from a variety of sources.

For example, to cover a 5-year period living at the same address, you should send a minimum of 10-15 items, from 4 or 5 different sources, addressed to you jointly, spread evenly throughout the 5 years.

If you do not have enough items in your joint names, you may also provide items addressed to each of you individually if they show the same address for both of you.

For example, you could send 10 items of correspondence in joint names at the same address, plus 5 items addressed to you, and a further 5 items addressed to your partner, provided they show that you were living together at the same address (20 items in total).

If you and your partner lived with relatives or friends for some or all of the relevant period, please provide a letter from the relative(s) and/or friend(s) confirming this.

If you did not live together for any part of the relevant period, tell us the reasons for this and whether you stayed in contact with each other during this time, and provide any relevant supporting evidence.

Please give an explanation on a separate sheet if you can't provide the minimum number of items; the items are not addressed to both of you; or they don't cover the relevant period.

Relevant documents may include, but are not limited to:

- Letters or other documents from government departments or agencies, for example HM Revenue and Customs, Department for Work and Pensions, DVLA, TV Licensing
- Letters or other documents from your GP, a hospital or other local health service about medical treatments, appointments, home visits or other medical matters
- Bank statements/letters
- Building society savings books/letters
- Council tax bills or statements
- Electricity and/or gas bills or statements
- Water rates bills or statements
- Mortgage statements/agreement
- Tenancy agreement(s)
- Telephone bills or statements
- Photographs of you and your sponsor together – for example, on holiday or at a family celebration
- Evidence of how you have kept in contact with each other during periods in which you have not lived together – for example, letters, printouts of emails or contact via social media, mobile phone bills showing you have contacted each other, printouts of Skype (or similar) logs, etc.

Children for whom you/your sponsor have parental responsibility

- Child's birth or adoption certificate
- Parental order, child arrangements order, residence order, or contact order (if relevant).

Previous marriages or civil partnerships

- If you have/your sponsor has previously been married or in a civil partnership, the relevant divorce certificate/decreed absolute/dissolution order or equivalent.

Section 12: Descendant under 21

- Evidence of your/the child's relationship to the sponsor (e.g. birth or adoption certificate or parental order – see Annex A).

If you are (or the relevant child is) under 18 and not living with both parents named on your/his/her birth or adoption certificate or parental order, give the reasons for this in section 12.3 and provide any relevant supporting evidence, such as:

- Relevant court order (e.g. child arrangements order, residence order, or contact order), or
- Letter from parent(s) confirming that they consent to the child's current living arrangements.

Section 13: Dependent family member (child or grandchild aged 21 or over, parent, grandparent)

Evidence of your/the family member's financial dependency, such as:

- Money transfer receipts from the sponsor to you/the family member
- Bank statements showing receipt of money from the sponsor
- Sponsor's bank statements or other evidence of their financial resources
- Evidence of living in the same household as the sponsor, if relevant – e.g. tenancy agreement naming you/the family member and the sponsor, utility bills with your/the family member's name on, mobile phone bills, etc.

Section 14: Dependent relative or member of EEA national's household

Evidence of financial dependency since you were last issued with a registration certificate or residence card

- Money transfer receipts from your sponsor to you
- Your bank statements showing receipt of money from your sponsor
- Sponsor's bank statements or other evidence of their financial resources
- Proof of any outgoings, if relevant – e.g. utility bills, mobile phone bills, medical bills, etc.

Evidence of membership of EEA national's household

- Proof that the EEA national owns or rents the property – e.g. mortgage agreement or tenancy agreement
- Evidence that you and the EEA national live there – e.g. tenancy agreement, utility bill, or NHS registration card showing your name and address (see section 5 for examples of documents you can send).

Evidence of any medical condition you have and the care required (if relevant)

- Letter from a registered medical practitioner confirming your condition and what care you require.

Section 15: Relative who strictly requires personal care

- A detailed medical report from a registered medical consultant giving details of your medical condition and the type of care you require

- A letter or statement from your EEA national sponsor (or from their spouse or civil partner) confirming what care they provide you with and how often
- If you also receive medical care from anyone else or another organisation, a letter from that person or organisation giving details of this.

Section 16: Public funds / state benefits

- Your or your sponsor's bank statements showing receipt of the relevant benefit(s)
- Letter(s) from Jobcentre Plus, Department for Work and Pensions, Her Majesty's Revenue and Customs, or the local authority, confirming receipt of the relevant benefit(s).

Sections 17 - 20

Complete these sections as required.

Annex A: evidence of relationships

If you're applying as a family member or extended family member (other than an unmarried partner), or you're including family members/extended family members in your application, you must show how you/they are (or were) related to the sponsor by providing relevant birth, adoption, marriage or civil partnership certificates. Examples are listed below for the main types of relationship. If you're the unmarried partner of the sponsor, see section 11.

'Full birth certificate' means a birth certificate which shows the name of the child, the child's parent(s), date of birth and place of birth.

Spouse or civil partner of the sponsor

- Your marriage or civil partnership certificate

Child of the sponsor

- Your full birth or adoption certificate

Grandchild of the sponsor

- Your full birth or adoption certificate
- Full birth certificate of the sponsor (i.e. your mother or father)

Parent of the sponsor

- Your child's (i.e. the sponsor's) full birth or adoption certificate

Grandparent of the sponsor

- Full birth or adoption certificate of your child (i.e. the mother/father of the sponsor)
- Full birth or adoption certificate of the sponsor (i.e. your grandchild)

Brother/sister of the EEA national sponsor

- Your full birth or adoption certificate
- The relevant EEA national's (i.e. your brother's/sister's) full birth or adoption certificate

Aunt/uncle of the EEA national sponsor

- Your full birth or adoption certificate

- Full birth certificate or adoption certificate of your brother or sister (i.e. the parent of your EEA national nephew/niece)
- The relevant EEA national's (i.e. your nephew's/niece's) full birth or adoption certificate

First cousin of the EEA national sponsor

- Your full birth or adoption certificate
- Full birth or adoption certificate of your mother/father (depending on whether the relationship is through your mother or father)
- Full birth or adoption certificate of your mother's/father's brother or sister (i.e. the parent of the relevant EEA national)
- The relevant EEA national's (your cousin's) full birth or adoption certificate

Nephew/niece of the EEA national sponsor

- Your full birth or adoption certificate
- Full birth or adoption certificate of your mother/father (i.e. the brother/sister of the relevant EEA national)
- The relevant EEA national's (your aunt's/uncle's) full birth or adoption certificate

Family member or relative of the sponsor's spouse or civil partner

If you're a relative of the sponsor's spouse or civil partner, rather than of the EEA national, then you must submit the relevant combination of documents outlined above, plus:

- Marriage or civil partnership certificate of the sponsor and their spouse or civil partner

Other relationships or other evidence

If you're related to the sponsor in any other way, or you otherwise cannot submit the documents listed above, you must submit any other relevant evidence clearly showing the relationship.

Annex B: evidence of self employment

1. Tax and national insurance documents

For any period in which you were/your sponsor was self-employed, you must show that you/they were registered with Her Majesty's Revenue and Customs (HMRC) and paying any relevant income tax, national insurance or value-added tax (VAT) as a self-employed person.

(a) Income tax documents

At least one of the following for each relevant financial year in which the business was trading:

- copies or printouts of self-assessment tax returns (SA100) for the relevant period and evidence that they have been received by HMRC (e.g. written notification or printout of online confirmation)
- statements of account (SA300) or tax calculations (SA302) issued by HMRC
- P60s showing tax and national insurance paid for each relevant financial year (e.g. if the self-employed person was a company director)
- receipts or other written confirmation issued by HMRC of relevant taxes paid.

If the self-employed person hasn't been trading long enough to pay tax or to send a self-assessment tax return, you must show that you/they have registered as self-employed with HMRC. Please send at least one of the following:

- copy of form CWF1 or printout of their online registration as a self-employed person with HMRC
- evidence that HMRC has received their application – e.g. letter or printout of online acknowledgement
- notification from HMRC of their national insurance number and/or unique taxpayer reference number.

(b) National insurance documents

At least one of the following for each relevant financial year:

- stamped receipts showing payment of class 2 national insurance contributions during the relevant period (if paid in person at the post office or over the counter at the bank)
- evidence from your/your sponsor's bank statements showing payment of national insurance contributions if paid by BACS, CHAPs, online or telephone banking or (before July 2015) direct debit (direct debits should show on bank statements as 'HMRC NI – DD')
- if you are/were or your sponsor is/was a company director who receives/received wage slips, and these show payment of national insurance contributions through the PAYE system, all relevant wage slips
- if you are/were or your sponsor is/was a self-employed subcontractor under the Construction Industry Scheme (CIS), send your/their CIS pay and deduction statements from the contractor showing unique taxpayer reference (UTR) number and CIS deductions for the relevant period
- certificate of small earnings exception issued by HMRC (if you/your sponsor did not earn enough during the relevant tax year to pay national insurance)
- any other written confirmation from HMRC of national insurance paid.

(c) Proof of VAT registration (if applicable):

If, in any relevant tax year, the business turnover exceeded, exceeds, or is expected to exceed, the VAT threshold (£81,000 for 2014/15, £82,000 for 2015/16):

- a certificate of VAT registration and
- the VAT return for the relevant financial year (a copy or print-out) confirming the VAT registration number.

2. Proof of earnings from self-employment

At least **two** of the following for each relevant year of trading:

- copies of invoices, receipts for payments, etc – if the business is a limited company, these must be on company-headed paper
- personal bank statements showing receipt of payments for work carried out
- business bank statements – you or your sponsor must be named on the account, or otherwise provide evidence to show that you/they have access to the account
- if trading for more than 12 months, a copy of your/your sponsor's statutory accounts for the relevant period with a letter from your/their accountant confirming gross/net profit for the relevant period
- if you have/your sponsor has been a subcontractor under the Construction Industry Scheme, your/their CIS pay and deduction statement, together with one of the above documents.

If you are/were or your sponsor is/was a company director who receives/received a salary, send:

- payslips covering the relevant period, and
- personal bank statements showing receipt of wages.

If you are/were or your sponsor is/was a company director who receives/received dividends, send:

- dividend vouchers for dividends declared in your/your sponsor's favour showing the company's and your/your sponsor's details, with the net dividend amount and tax credit, and
- personal bank statement(s) showing that those dividends were paid into your/your sponsor's bank account.

3. Evidence that the business is/was actively trading

At least **two** of the following:

- copies of invoices for services provided
- contracts to provide services
- receipts for purchase of tools or business equipment
- testimonials or references from clients, with their contact details (note: we will verify these documents)
- examples of business advertising (such as flyers, online advertising, listing in Yellow Pages, listing in trade magazines or on trade websites)
- any other relevant evidence.

4. Additional evidence if the business is a partnership

- Proof that the partnership is registered with Companies House (certificate of incorporation – certified copy is acceptable)
- If you are/your sponsor is the 'nominated partner' in the business, a copy or printout of the partnership tax return (SA800) and confirmation that it has been received by HMRC (e.g. written notification or printout of online confirmation).

5. Additional evidence if the business is a limited company

At least **two** of the following:

- proof that the company is registered with Companies House (e.g. certificate of incorporation – certified copy is acceptable)
- proof that the company is registered with HMRC as an employer for PAYE and national insurance purposes
- company tax returns (CT600) (copies or printouts) for the relevant period and evidence of receipt by HMRC (letter or online acknowledgement)
- appointment report from Companies House (company director only)
- if the company has been trading for one year or more, a copy of the company annual return (AR01), or a printout of the return if it was sent electronically, together with proof that it has been received by Companies House (letter or printout of online acknowledgment).

6. Additional evidence if the business is a franchise

- Franchise agreement signed by both or all parties.

7. Evidence of qualifications or professional registration if required for your or your sponsor's trade

For some businesses, you must be qualified, licensed, or registered with a professional or statutory scheme to be trading legally. Some examples are given below – certified copies are acceptable:

- full valid driving licence if you are/were or your sponsor is/was required to drive as part of the business

- Security Industry Authority (SIA) licence if you are/were or your sponsor is/was a security guard or doorman ('bouncer')
- Gas Safe registration card or reference number if you are/were or your sponsor is/was a gas fitter
- certificate issued by Environmental Health if you run/ran or your sponsor runs/ran a restaurant, café, takeaway or other food or catering business
- General Medical Council (GMC) reference number if you are/were or your sponsor is/was a doctor.

8. Other evidence

You may wish to consider submitting some of the documents below – for example, if your or your sponsor's business has only recently started trading or you have difficulty submitting some of the documents listed in 1-7 above:

- articles of association (limited company only)
- deed of partnership/partnership agreement (partnership only)
- proof of ownership of business premises, or lease/contract for use of premises
- evidence of shareholding
- proof of employer's liability insurance, indemnity insurance, or public liability insurance
- business plan (e.g. if the business is new)
- evidence of relevant professional qualifications or accreditation (other than mandatory qualifications or accreditation listed above).