BRP FAQs
THE INFORMATION BELOW IS SUBJECT TO CHANGE - FOR THE LATEST INFORMATION ABOUT BIOMETRIC RESIDENCE PERMITS PLEASE REFER TO THE Home Office

If you are applying for a student visa inside the United Kingdom, you will have to apply for a Biometric Residence Permit (BRP). You may be required to have your photograph taken and give your fingerprints, which are known as your biometric information. Your BRP card is proof of your permission to stay in the United Kingdom and shows any conditions you must meet while you are here. The card enables you to confirm your identity, what rights you have to study or work here and to access public services.

HOW CAN I APPLY FOR A BIOMETRIC RESIDENCE PERMIT?
If you have submitted an online visa application to extend your stay as a student while in the United Kingdom, you will be contacted by UK Visa and Citizenship Application Services (UKVCAS) advising you to either book an appointment at a Core Service Point or Enhanced Service Point to have your photograph taken and your fingerprints scanned and recorded or to download the IDV app. Appointments at Enhanced Service Points start from £71.50, you can find your nearest centre on the UKVCAS website by entering your postcode. You will only have 45 days from the date of submitting your online visa application to do this, so it is important that you book an appointment as soon as possible. The price to enrol your biometrics, £19.20 is paid together with your visa application fee.

HOW DO I GET MY BRP CARD?
The card will be posted to you by secure delivery when a decision has been on your application. BRP cards cannot be issued on the same day. If you have not got your card within ten working days of the date of your decision letter you must report this online: https://www.gov.uk/biometric-residence-permits/not-arrived and provide the following details: date on decision letter, full name, date of birth, nationality, passport number, email address, delivery address, a contact telephone number and case reference number.

WHAT DO I DO IF THERE IS AN ERROR ON MY BRP CARD?
You must check your permit carefully when you receive it, to ensure that all the details on it are correct. If you applied for your visa from overseas and you find a mistake, you must report this online: https://www.gov.uk/biometric-residence-permits/report-problem within 10 working days of receiving the permit - otherwise you may be charged for a replacement and will have to apply again. You must provide the following details: full name, date of birth, nationality, contact details, BRP reference number and details of the error. If you applied for your visa in the UK and you find a mistake you must submit an Administrative Review to get it corrected: https://eforms.homeoffice.gov.uk/outreach/UKVI_Admin_Review_Guidance.ofml It costs £80 to submit an admin review but this will be refunded if the Home Office agrees an error has been made.

HOW DO I USE MY BRP CARD?
Your BRP card is proof of your permission to stay in the United Kingdom and shows any conditions you must meet while you are here. It helps official agencies, employers, landlords and education providers (such as universities and colleges) to see what you are entitled to. The BRP card enables you to confirm your identity, what rights you have to study or work here and to access public services.
You must show it to your employer or approved education provider to prove that you are allowed to work or study. If you travel outside the United Kingdom during your time here, you may need to show it to an immigration officer at the border when you leave the United Kingdom. You will need to show it as well as your valid national passport or travel document before starting a journey back, and again when you re-enter the United Kingdom. The BRP card proves you are allowed to return to the United Kingdom, but it cannot be used instead of a passport or travel document.

WHAT IF MY BRP CARD IS LOST OR STOLEN?
If your BRP card is lost or stolen, you must report the loss or theft to the police and obtain a police reference number and report (if one was issued). You must then report the loss or theft to the Home Office so it can be cancelled and apply for a replacement online: [https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged](https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged). You must provide your full name, date of birth, nationality and BRP reference number along with precise details of the loss or theft. Once your biometric residence permit has been cancelled, you will not be able to use it again.

If your card is lost or stolen you must apply for a replacement if you have more than three months leave left on your visa. You can only apply for a replacement whilst you are in the UK, not overseas. If you lose your BRP overseas you should apply for a replacement BRP visa single entry costing £154 to re-enter the UK by applying online at [https://visas-immigration.service.gov.uk/country-selection](https://visas-immigration.service.gov.uk/country-selection) Once you have returned to the UK you should apply for a replacement BRP card within 1 month.

If you do not apply for a replacement, you may face a financial penalty of up to £1,000 or have your permission to stay limited (also known as curtailed).

HOW DO I CHANGE MY PERSONAL DETAILS ON MY BRP CARD?
You need to tell the Home Office as soon as you can if:

- you change your name, for example because of marriage or deed poll;
- you change your gender legally or permanently;
- you change your nationality; or
- your facial appearance changes significantly.

If you change any personal details listed above or any details shown on your identity card, you will need to apply for a new card within three months. You must complete an online application [https://www.gov.uk/biometric-residence-permits/replace-visa-brp](https://www.gov.uk/biometric-residence-permits/replace-visa-brp). If you do not apply, you may face a financial penalty of up to £1,000, or have your permission to stay limited (also known as curtailed).

WHAT SHOULD I DO IF I CHANGE MY ADDRESS OR CIRCUMSTANCES
If you change your address you must inform the Home Office. If you have a BRP card you should use the Migrant change of circumstances form.

If your circumstances change while the Home Office are considering your visa application you can do that online [here](https://www.gov.uk/government/publications/migrant-change-of-circumstances-form).

While you are studying in the UK as a Tier 4/Student visa holder, you should use the Migrant change of circumstances form to tell the Home Office about:

- changes in your personal details (but see above);
- criminal convictions that you have not previously told us about;
- changes in your contact details;
- changes in your representative’s details;
- changes in your family members’ details, if they are in the UK as your dependants;

and any other information that you think we should know
WHAT SHOULD I DO WITH MY BRP CARD IF THE INFORMATION IS INCORRECT, THE CARD IS DAMAGED OR IF SOMEONE HAS BEEN USING MY BRP CARD?
You should tell the Home Office immediately by reporting this online: https://www.gov.uk/biometric-residence-permits/report-problem if:
• you know or suspect that the information the card holds is untrue, misleading or incomplete;
• you know or suspect that someone has used your card with or without your permission;
• you suspect that your card has been damaged or tampered with.
You must provide the following details: full name, date of birth, nationality, passport number, a contact telephone number, BRP reference number and exactly what has happened to the BRP.

WHAT SHOULD I DO WITH MY EXPIRED BRP CARD?
If you have a BRP card which is no longer valid, for example, if it has expired or your leave has been curtailed, you must return it to the Home Office.
If you are overseas:
Cut the BRP in half and post it in a plain, windowless envelope. Make sure you include a covering letter which includes your details, including BRP number and reason for return. Send this to:
BRP Returns
Home Office
Conference House
Conference Avenue
Portishead Office Park
Portishead
Bristol
BS20 7LZ
United Kingdom

If you are in the UK:
Do not cut your BRP in half. Post it in a plain, windowless envelope. Make sure you include a covering letter which includes your details, including BRP number and reason for return. Send this to:
Freepost RRYX-GLYU-GXHZ,
Returns Unit
PO Box 163
Bristol
BS20 1AB