

Application process

If you are an EU national, or the national of Iceland, Liechtenstein, Norway and Switzerland, or a family member of such a national, you are residing in the UK, and you believe you meet the criteria for applying under the EU Settlement Scheme, you can submit an application online. The application is free.

Every applicant will need:

1. An email address;
2. A phone number;
3. Proof of identity (i.e. a valid passport or national identity card);
4. Proof of residence in the UK;
5. If relevant, proof of relationship to a family member.

The application is split into two steps – (1) proving your identity and (2) completing your application details.

1. Proving your identity

-  You need a biometric (electronic) document;
-  Download the 'EU Exit: ID Document Check' application. on **Android** or **iOS**.
-  You will need to use an Android 6.0 device or above, or iPhone 7 or above to be able to download and use the App.
-  **!** If you do not have a compatible phone, it is advisable to borrow it from a friend, family member or colleague. Otherwise, you will have to send your identity document to the Home Office by post or attend an ID document scanner location (see below).

Once you start your application, you will be asked to provide your email address and phone number and complete the following steps:

- (A)** take a photograph of the passport page with your details and photograph in it;
- (B)** place the device over the closed passport in order for it to read the chip embedded in the passport;
- (C)** scan your face;

and **(D)** take a photograph of your face.

The app guides you through each step and confirms when the process is complete, at which stage you will proceed with the second step – completing your application details.

If you are unable to scan your ID documents

Non-biometric or paper documents. You need to post your documents to the Home Office, if you are unable to scan your ID documents, because, for example, you are applying with a paper identity card.

In this case, you have to make sure that:

- You have made a copy/picture of them;
- You don't need them in the short period to travel;
- You post them with recorded delivery;
- You include an addressed return envelope;
- Send the documents to the right address;
- Write your application number on the envelope.

Biometric passports. If you have a biometric passport but you are unable to use the App, you can use a scanning location service. ***The list of locations offering ID document scanning is provided on the following website.***

However, some of them may be closed due to Covid and some fee may be payable.

Completing the application details

This step can be done on any device – computer, laptop, mobile phone or tablet.

You can continue on your device after the identity check, or continue via this page by clicking on “continue your application” and login with your passport number, date of birth and using the phone number/email address used for your application **here**.

If you are non-EEA citizen and you don't have a biometric document, or you entered the UK with a EUSS Family Permit or EEA Family permit,

you will have to start your application online from this page: <https://www.gov.uk/settled-status-eu-citizens-families/applying-for-settled-status> and enter the details of your electronic passport/ID Card.

Steps:

● You will be asked to confirm your current address in the UK and your national insurance number. These details will be used by the Home Office to verify that you are resident in the UK and whether you have been resident for more than 5 years.

● You will be asked to provide the details of your permanent residence document or indefinite leave to remain, if applicable.

● You will then be asked to complete a criminal convictions declaration.

● The Home Office will carry out automated checks with the HMRC and DWP (based on your address and national insurance number, if you have one) which may provide all the necessary evidence that you have resided in the UK for 5 continuous years.

If these checks do not produce sufficient evidence (e.g. because you were not employed and would therefore not have paid any taxes to HMRC), you will be asked during the application process to provide additional evidence to prove your residence.

● Once you complete all the details and confirm that the information you have supplied is correct, you will see a screen that:

(A) confirms that “you will be considered for settled status” – if you agree with this preliminary decision, you can click on ‘Submit Application’ and your application will be complete;

or **(B)** you will be asked if you have resided for less than 5 years or more than 5 years in the UK. Depending on your answer, you will have to provide evidence of your residence in the UK.

● Once you upload all the relevant evidence, you can click on ‘Finish and submit’ and your application will be complete.