

IF YOU LOSE YOUR DOCUMENTS

**Last updated on 20/04/17*

Every year, many Bangor University students lose their passport or visa. It can take a long time to get a replacement. In the UK, it is not a legal requirement to carry ID with you, so you should leave your documents somewhere safe. If you are unlucky enough to have lost your documents, here is what you need to do:

Passport

If you lose your passport in the UK, you should contact your Embassy or Consulate for a replacement. If your visa was a sticker in your passport, you will also need to report the loss to the police. To find your Embassy, please visit

www.gov.uk/government/publications/foreign-embassies-in-the-uk

Visa Sticker

If your 'Entry Clearance' visa was in your lost passport and you do not have a BRP (ID card visa), you will need to transfer your visa to a BRP. You can transfer your visa to a BRP by applying for a 'transfer of conditions' (TOC):

www.gov.uk/government/publications/application-to-transfer-visa-to-biometric-residence-permit-form-toc

Use the guidance and the 'TOC' form to apply. It will cost £168 to apply by post. Postal applications can take around 2 months (or longer!) to process, so if you need to travel urgently, you could apply using UKVI Premium Service, which costs £758. You would need to attend an appointment at one of the Premium Service Centres; the nearest one is in Liverpool.

The International Student Support team can help you check the application form and documents, and book a Premium Service appointment if necessary. You will need:

- Police report and/or crime reference number
- 2 new UK passport photos (no more than a month old)
- Passport
- An official letter proving your address, e.g. a utility bill, GP registration, certificate of student registration.

Biometric Residence Permit

- If you lost your visa abroad, you should have reported the loss of your visa card to the local police and obtained a crime report needed for the replacement application. If you lost your visa in the UK, please note that many UK police forces have stopped taking reports of lost documents and you may have to report your loss online at www.reportmyloss.com/uk.

- Report the loss/theft to UKVI using the online form at www.gov.uk/biometric-residence-permits/lost-stolen-damaged.

You should then get an automatic acknowledgement and an email telling you what to do next. UK Visas and Immigration will then cancel your BRP and you won't be able to use it if you eventually find it. You must apply for a replacement BRP as soon as possible* using the BRP (RC) form which can be found at:

www.gov.uk/government/publications/application-for-a-replacement-biometric-residence-permit-brprc

Postal applications cost £56 + the biometric fee of £19.20 but can take as long as 2 months to process. If you need to travel urgently, you could apply using UKVI Premium Service, which costs £646. You would need to attend an appointment at one of the Premium Service Centres; the nearest one is in Liverpool.

The International Student Support team can help you check the application form and documents, and book a Premium Service appointment if necessary. You will need:

- Police report and/or crime reference number
- 2 new UK passport photos (no more than a month old)
- Passport, unless your BRP was issued less than two years ago you are applying for a like-for-like replacement.
- An official letter proving your address, e.g. a utility bill, GP registration, certificate of student registration.
- Police registration certificate if you were required to register with the police as a condition of your visa

*You must apply for a replacement within 3 months of losing your BRP if it was lost in the UK, and within one month of coming back to UK if the card was lost abroad. You may be fined up to £1000 and have your permission to stay in the UK cancelled if you do not apply in time.