

Lost / Stolen BRPs, Visas & Passports

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My BRP has been lost or stolen what should I do?

There is a different procedure to follow depending on whether your BRP is lost or stolen in or outside the UK.

You should first check that your BRP is definitely lost or stolen. If you report that it is and then you find it, you will still need to apply for a replacement as it will have been cancelled by UKVI.

You should report your BRP as lost or stolen as soon as possible, once you have established that it has been lost or stolen. You must normally report the loss or theft of your BRP within 3 months.

****You can face a fine of up to £1000 and/or have your visa curtailed if you do not report your lost / stolen BRP within the stipulated time**

If your BRP has been lost or stolen outside of the UK

You should report your BRP lost or stolen to UKVI online as soon as possible. You should also report the loss or theft to local police in the country where it happened and obtain evidence if possible (such as a police report or crime reference number).

You must report that your BRP lost/stolen outside the UK here:

- www.biometric-residence-permit.service.gov.uk/lost-stolen/where

Once you have reported your BRP lost or stolen, you will need to apply for a **Single Entry 'Replacement BRP Visa'** to travel back into the UK.

You cannot apply for a replacement BRP outside the UK.

It costs £154 for this visa.

You apply for your Single Entry Replacement BRP Visa here:

<https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>

Completing the Single Entry BRP Replacement Visa online application

To begin the Single Entry BRP Replacement Visa online application, you should take the following steps:

- Enter the country in which you are applying
- Check the locations of where you can provide your biometrics
- Select the category of application:
 - A replacement biometric residence permit (BRP) visa
- Register your email address and create a password

The BRP Replacement Visa online application form has a number of sections including questions about your contact details, personal details, address, passport details, immigration history and criminal convictions. You must complete all sections of the application form.

In the question about “how was your ‘Visa or Leave’ granted”, you have three choices

- Entry Clearance: if you did not have a BRP but a visa in your passport lost or stolen
- Leave to Enter: if your BRP was lost or stolen and you applied for your visa outside the UK
- Leave to Remain: if your BRP was lost or stolen and you applied for your visa in the UK

The question ‘information about your application’, is a free text section of the form.

- You should include details of how you lost/had your BRP stolen from you and provide details of how and where you reported the BRP as lost or stolen to the police. Include any police reference number you may have been given.

You will then be asked to provide mandatory evidence in support of your application. Mandatory evidence is your passport.

- If your passport has also been lost or stolen, you will need to contact your country’s passport authority if you are in your home country for a new one.
- If you are in another country and your passport has also been lost or stolen, you will need to contact your country’s embassy or consulate to obtain a new or temporary one.

In the section 'other evidence', you are asked to provide additional documents depending on your circumstances

- If you are in another country, you are asked to provide evidence of the permission you have to be in that country (if it was required and if it too has not been lost or stolen)
- Any police report you have been issued with for your lost or stolen BRP
- A copy of your BRP (if you have one)

You should then complete the declarations, pay the BRP Replacement Visa application fee and follow the instructions for attending a biometrics appointment and providing your supporting evidence.

Note: Normal service times for visa applications apply. It can take up to 15 working days for a replacement BRP visa application to be processed. It may be possible to pay for a priority service, but there is an additional cost which varies in price depending on the type and speed of priority.

Once your application is approved, you will receive a vignette (sticker) inside your passport giving you permission to return to the UK

Once you are back in the UK you must apply for your replacement Biometric Residence Permit within one month of returning.

You should also inform LJMU of your new BRP when you receive it by emailing a copy of the front and back to RegistrationDocuments@ljmu.ac.uk

Can I get back to the UK without getting a Single Entry BRP replacement visa?

You should not try to travel to the UK without applying for, and obtaining, a Single Entry BRP Replacement Visa. You may not even be able to board a flight to the UK if you do not have evidence of your valid leave. If you are a non-visa national you could be refused entry at UK Border Control, or admitted but in a different visa category which could create problems for you carrying on with your studies.

If your BRP has been lost or stolen in the UK

You must report your BRP lost or stolen to UKVI and apply for a new BRP online within **3 months** of it happening. You should also report the theft or loss to your local Police

****You can face a fine of up to £1000 and/or have your visa curtailed if you do not report your BRP in time**

You should also report the loss or theft of your BRP to your local Police. You should obtain a crime reference number if possible, although you may not always get this. Keep a note of the police station, date and time that you reported the loss or theft.

If you reported the loss and your local police force does not give a crime reference number:

- Ask if they can provide you with a case reference number or the name of the officer you are speaking to. You can then use this information in your BRP Replacement application form
- If they do not provide any of the details as above then you can leave the crime reference field blank as long as you submitted the information for when you reported this to the Police.

If you have lost your BRP and you have less than three months left of your visa and do not plan on staying in the UK after it expires, you are not required to apply for a new BRP but you should still report the loss or theft [HERE](#).

If you do have more than three months of leave left or you have less than three months and plan to remain in the UK once it expires, you can report your BRP lost and stolen online and apply for a replacement BRP at the same time on the [BRP Replacement Application Form](#).

You will need to complete the application form and pay the application fee. This is currently £75.20 for the standard service, which can take up to 8 weeks and £875.20 for the priority service which takes 1 day. However, it may only be possible to apply for the standard service due to delays because of the Covid 19 restrictions.

You do not need to include your passport with your supporting documents if you are applying to replace a lost/stolen BRP and no other details have changed, and your last BRP card was issued no more than 2 years ago.

You should apply for your new BRP online on the [BRP Replacement Application Form](#).

Completing the BRP (RC) Application Form

The application is quite straightforward but we have added a few notes below which you may find helpful. You should answer all questions accurately and truthfully.

For the question - Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?

- If you have a visa application pending with the Home Office please tick yes and provide details (if you made a visa extension application before losing the BRP)

Your location – you are asked if you are currently in the UK. You can only use this form if you are currently in the UK.

You will need to enter an email address and password. Ensure you make a note of your password and keep this safe as you will need it.

You are asked if you are using an immigration adviser in the UK. If the only help you are receiving is from the International Advice Team please say no

Category of Application- To update, replace or transfer your BRP

Your name – Write your full name as written in your passport.

Personal Information Complete your contact details; email and telephone number and your full UK postal address. Ensure all your details are correct. In particular ensure you have written your full postal address (including any apartment/flat or room numbers) as this is the address your BRP will be sent to.

In this section you are also asked for your gender, relationship status, nationality, date, place and country of birth

Passport Details –complete your passport details

Current status- you are asked if you have a National Insurance number (this is something you will need if you are working in the UK). If you do not have a National Insurance number you can tick 'I do not have a National Insurance Number'.

Convictions and other penalties – You are asked if At any time have you ever had any of the following, in the UK or in another country. If you do have any you must declare this.

Other Questions – you are asked questions regarding Terrorism and War Crimes

Immigration Details – you are asked if you have obtained settlement or given indefinite leave to remain. If you are here on a Tier 4 or Study visa, the answer to this will be 'No'.

You are asked what type of visa, leave to remain or other permission do you have to be in the UK. Click on the appropriate box. For many of you this will be 'Study'.

Immigration Details– the next two questions asks if you are recognised as a refugee or dependant of someone recognised as a refugee

Absences from the UK – you are asked if you have spent more than 6 continuous months outside of the UK

Time lived in the UK – you are asked how long you have lived in the UK

Change of personal details – if any of your details have changed since you last had your BRP please enter these here

Lost or stolen document you are asked to give information about your lost/stolen BRP. The first question is the date this was lost. Please note, you should be applying for the replacement within 3 months of losing/having your BRP stolen. You are then asked how this was lost and where was your document stolen from. Please give as much information as necessary in the free text box

Reporting the loss to the Home Office you are asked if you have already reported this to the Home Office, or you are going to be reporting this now

Reporting loss or theft to the police – you must have reported this to the local Police and enter the date, location of the police station and crime reference number (if you have one).

Verification Request The Home Office will check that the information and supporting documentation from a bank or utility company that you supply as part of this application is correct. You must download, sign and return the following declaration to confirm that you consent for the Home Office to request verification checks and tick the box to say 'I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks

You are asked if these account are held jointly with anyone else. If so, they will also need to complete the verification checks

Documents you will need to show You will need to show proof of address – such as UK Driving license, a utility bill, bank statement or letter from your GP. You will also need to print out and sign the Consent form for Home Office checks.

Declaration

You are then given an option of what service you wish to choose. Due to the current Covid-19 restrictions, it may only be possible to choose the standard service which costs £75.20.

You should then pay the application fee and you will be directed to the UKVCAS website. You will need to create a UKVCAS account and upload your documents.

You may need to enrol your bio-metrics again by making an in person appointment or UKVI may be able to re-use your biometrics from a previous application. UKVI will inform you of this by email within 7 days.

After you apply for your BRP replacement

Your BRP will be sent to you within 7-10 days of receiving your decision.

Once you receive your new BRP you should send a copy of the front and back to RegistrationDocuments@ljmu.ac.uk

My Passport has been lost or stolen, what should I do?

If your passport has been lost or stolen in the UK

If your passport has been lost or stolen you will need to report this to your local Police Force. If this happened in Liverpool you should report this to Merseyside Police [Merseyside Police](#).

Please contact your country's Embassy to find out the process for a passport replacement.

For a list of Embassy contact details please check here:

<https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>

Once you have received your new passport you will need to inform UKVI on an MCC (Migrant Change of Circumstances Form) Form [MCC \(Migrant Change of Circumstances Form\) Form](#).

Additionally, you should provide LJMU with a copy of your new passport by emailing RegistrationDocuments@ljmu.ac.uk

If your passport contained your immigration permission in the UK

If your student visa was in the form of a vignette (sticker) in your passport (and not a BRP), you need to apply to replace your visa with a BRP

- www.gov.uk/biometric-residence-permits/replace-visa-brp

An application to replace your visa with a BRP costs £180.20 (including £19.20 for biometrics) and the decision can take up to 8 weeks.

If you need a decision sooner, you can apply for a super priority service but there is an additional £800 cost on top of the initial fee. You can normally expect a decision within two working days.

You will need to complete an online application form and pay the application fee within three months of losing your passport. You will not receive a new visa sticker in your passport. Instead, you will get a Biometric Residence Permit (BRP) card.

After you confirm that you are in the UK and provide your email address, in the Category of application section, you should choose the option “To update, replace or transfer your BRP”

The application form for replacing your visa with a BRP has the same questions as the BRP replacement application.

Note: If your visa was in the form of a BRP card you do not need to apply for a new card if you have only lost your passport and still have your BRP.

If your passport has been lost or stolen outside the UK

Report this to the local police and obtain a police report. You may need this to apply for a new passport and you will need this to apply for a replacement visa.

If the police report is in another language, you will need to obtain an official translation to apply for a replacement visa. Contact your embassy to obtain a passport to return to the UK.

Embassies have different processes to enable you to travel so contact your embassy to find out what you need to do.

If your Student Visa permission is on a BRP and was not also lost or stolen, you do not need to apply for additional permission to enter the UK. You will need to show your new passport and your BRP at the UK border when you return.

If your Student Visa permission was an Entry Clearance vignette in your lost or stolen passport, you will need to apply for a Transfer of Conditions (vignette transfer).

- www.gov.uk/transfer-visa/transfer-to-passport

The application fee is £169 outside the UK. In the online application form, you should select that you are applying to transfer or replace your visa (vignette). You will need details of your previous visa for your application

You do NOT need a new CAS (but you can print your previous CAS information and submit it with your application) for a Transfer of Conditions however you may need to show that you are still a student at LJMU. You can request a Student Status letter through MYLJMU Portal > My Services > Letter Request and then select ‘Proof of Student Status’ from the drop down box.

When you receive any new passport, visa or BRP

Whenever you receive any new passport, visa or BRP, you should update LJMU by emailing copies of the new document to RegistrationDocuments@ljmu.ac.uk

Additionally, depending on the circumstances (such as new passport) you may need to update the Home Office by completing the [MCC \(Migrant Change of Circumstances\) form](#)

Email the International Student Advice team for further advice InternationalAdvice@ljmu.ac.uk