OVERVIEW OF POSTAL APPLICATION PROCESS

Postal Applications

- Application and fee posted by applicant
- Application received and fee processed
- Application data entry into case system
- Application validated (correct application form and documents including photos)
- Applicant identified as requiring biometrics
- Biometric Notification letter sent to applicant
- Appointment made by applicant (booked through call centre)
- Applicant arrives at biometric enrolment centre reception (having passed through security)
- Appointment checked and ticket issued
- Biometrics captured and results checked (fingerprints and photograph)
- Applicant leaves biometric enrolment centre
- Passport and documents returned to applicant with decision
- Identity Card issued by secure delivery to address provided for successful applicants

OVERVIEW OF PREMIUM APPLICATION PROCESS

Premium Applications

- Applicant makes PEO appointment
- Applicant arrives at PEO reception (having passed through security)
- Application checked by reception (correct form and documents including photos) & ticket Issued
- Applicant pays application fee
- Application data entry into case system
- Biometrics captured & results checked (fingerprints and photograph)
- Application considered
- Decision made (whether to grant or refuse)
- Applicant leaves PEO
- Identity Card issued by secure delivery to address provided for successful applicants

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This pamphlet provides you with information about the UK Border Agency (UKBA) biometric technology and enrolment process for non EEA foreign nationals applying for further leave to remain in the UK.

The process covers applications by post and premium applications made at the national enrolment centres where biometrics (fingerprints and facial image) will be enrolled.

What are Biometrics?
A persons biometric details are a physical or biological characteristic that are unique to an individual, such as fingerprints and facial image.

Certain applicants will be required to provide your biometrics as part of your application - a facial image will be captured for all applicants including children and 10 fingerprints will be captured for applicants aged 6 or over.

Who needs to enrol their biometrics?
The roll-out will be phased according to the immigration category under which the migrant is granted leave to remain in the United Kingdom.

For up-to-date information on which immigration categories are subject to biometric enrolment please see the UK Border Agency website at www.ukba.homeoffice.gov.uk.

Migrants granted leave to remain in the United Kingdom under other categories, i.e. those not yet requiring biometric enrolment, will continue to receive a vignette in their passport.

Why are applicants under 6 years old not required to give their fingerprints?
It is an EU requirement; the law states that everyone aged 6 years or over must provide their fingerprints.

Why do children under the age of 16 need a ‘responsible adult’ to accompany them?
To ensure the child understands the process and is not unduly inhibited or alarmed by the process, as required by the relevant legislation – UK Borders Act 2007.

Who is a responsible adult?
This is your parent or guardian, or another person aged 18 years of age or over who takes responsibility for you.

Why do I need to give my biometrics as part of my application?
Providing biometrics helps to protect the identities of genuine applicants. The rollout of cards will make it easier for individuals to prove their identity, immigration status and entitlements in the UK. Individuals will be locked into a single identity which will help UKBA to tackle immigration abuse, child trafficking, reduce illegal working and identity fraud.

How long does it take to capture biometrics?
The biometric enrolment process will take 5-10 minutes. There will then be a short wait for the comparison with the database(s); the Service Level Agreement with Immigration Fingerprint Bureau will, in most cases, take approximately 30 minutes.

What happens if I refuse to supply my biometric data?
If a postal applicant fails to book an appointment to provide their biometrics, as notified in the biometric letter, their application will be rejected. If they fail to attend their appointment or refuse to provide their biometrics then their application for leave to remain may be refused.

If a premium applicant refuses to provide their biometrics then their application for leave to remain may be refused.

Why do I need to be fingerprinted again when I gave my biometrics overseas as part of my visa/entry clearance application?
We need to verify that an individual applying in-country for further leave to remain is the same person who applied for the visa overseas and who came through the UK Border.

What will happen to my biometrics after they have been taken?
They will be retained on the existing fingerprint database.

Will I be issued with an Identity Card?
If you are successfully granted further leave to remain then yes you will receive an identity card. However, the card is not issued on the day of your appointment. It will be sent to you in the post via secure delivery which will take between 3 and 5 days from the date on your decision letter. This applies to both premium and postal services.

Will I have to pay additional fees?
No, your fee remains the same.

Will I be interviewed?
If the fingerprint check reveals any questions around your identity, these queries may be resolved through an interview. However, this will not routinely be required.

Where can I access more information?
For further information please log on to: www.ukba.homeoffice.gov.uk. Or call the Immigration and Enquiries Bureau on 0870 606 7766.