1. You are a student and you change your course and/or educational establishment;
2. You know or suspect that the information on the card is untrue, misleading or incomplete;
3. You know or suspect that someone has used your card with or without your permission.

5.2 If you suspect that your card has been damaged, altered or tampered with, you should tell us immediately by calling 0300 123 2412. If you are required to cancel your card you must apply for a replacement card within three months, using the replacement card form ICFN (RC).

6.1 The card is not a travel document and does not replace your passport. You may be asked to show it at the border when you leave the UK. You will need to show it with your valid national passport or travel document before starting a journey back, and again when you re-enter the United Kingdom.

6.2 If your card is lost or stolen when you are abroad you should contact the UK Border Agency by calling this number from overseas (+44) 208 527 3623 as soon as possible and before you try to travel back to the UK.

What if my card is lost or stolen?

7.1 If your card is lost or stolen you must report the loss or theft to the UK Border Agency on 0300 123 2412 (or as in 6.2 above from overseas) as soon as possible. The card will be cancelled.

7.2 If your card is lost or stolen you must apply for another card within three months of reporting the loss or theft of your original card, using replacement card form ICFN (RC). If you do not, you may face a financial penalty of up to £1,000 or have your permission to stay limited (also known as curtailed).

What if I find a card that is not mine?

8.1 If you find a card that is not yours, send it free of charge to:

returns unit, freepost RXXH, PO Box 163, Bristol, BS20 1BZ.

What do I do if my card is near its end date?

9.1 If you have limited leave to enter or remain and wish to remain in the United Kingdom, you will need to make a further application before your leave expires. You will need to enclose your card with your new application. If you do not make a valid, in-time application you may no longer be permitted to stay in the United Kingdom.

For further information, please visit the UK Border Agency website at:

www.ukba.homeoffice.gov.uk.

This booklet only gives general information. It is not a statement of law. The information was correct at the time of printing. Please visit the UK Border Agency website for the latest information.
YOUR CARD

1.1 The identity card for foreign nationals you have received is an important document which you should look after carefully. It is proof of your right to stay, work, study or access public services in the United Kingdom and may be used as a form of identification.

1.2 You should check the card carefully to make sure that all the details on it are correct. If you find a mistake, please telephone **0300 123 2412** within 10 working days of getting the card, or you may be charged for a replacement and have to apply again.

1.3 The card has a unique number in the top right hand corner. You should make sure you have a record of this number and keep it separately from the card in a safe place, in case your card is lost, stolen or damaged. You are also advised to keep a photocopy of the front and back of the card somewhere safe for this reason.

1.4 The pictures following explain the information on the card:

Front:

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1. Your photograph.

2. Your name.

3. Valid until – the date the card expires. This date is at the end of the time you are allowed to stay; or five or 10 years if you have been given permission to settle in the United Kingdom (known as indefinite leave to remain).

4. Place and date of issue – this is the UK followed by the date the card was issued.

5. Type of permit – this is the immigration category you are in (for example, student).

6. Remarks – these show your immigration entitlements for the length of your stay, and may continue on the back of the card.

7. ZU1234567 – this is your unique card number.

8. Your signature.
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1.4 The pictures following explain the information on the card:

Front:

Back:

10. Your date and place of birth.
11. Your gender.
12. Remarks – this is a continuation of your immigration entitlements for the length of time of your stay (see 5 above).
14. Machine Readable Zone (MRZ) – this area allows the information on the card to be read quickly by machine.

WHY DOES THE CARD LOOK LIKE THIS?

2.1 The card’s design is set by European Union (EU) regulation. The card is the same size as a standard credit card (86mm x 54mm). It includes a chip which holds all of the personal information and immigration conditions that are on the face of the card. The chip also stores your photograph and two of your fingerprints (these are your biometrics). All of the information on the chip is secure as it is encrypted (written in code).

2.2 The card replaces the vignette (or sticker) previously placed in passports of those granted permission to stay in the United Kingdom. If you have an identity card for foreign nationals, the terms of your stay will not be shown in your passport.
WHEN DO I USE THE CARD?

3.1 You are not required to carry your card at all times but you must show it:

- at the border when travelling abroad and when returning to the UK, together with your valid national passport or travel document.
- to your employer or approved education provider to prove that you are allowed to work or study.

3.2 If you take the “Life in the UK test” you may be asked to show your card at the test centre.

WHAT IF MY PERSONAL DETAILS CHANGE?

4.1 You need to tell us 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;
- your facial appearance changes significantly.

4.2 If you change any personal details listed under 4.1 you will need to apply for a new card within three months. To do this you should complete and submit a replacement card form ICFN (RC), available at www.ukba.homeoffice.gov.uk. If you do not, you may face a financial penalty of up to £1,000 or have your permission to stay limited (also known as curtailed).

WHAT ELSE SHOULD I TELL YOU ABOUT?

5.1 You should tell us if:

- you change your address;
- your circumstances change so you no longer qualify to stay under the immigration rules in place at the time we granted your leave to remain in the United Kingdom;
you are a student and you change your course and/or educational establishment;

you know or suspect that the information on the card is untrue, misleading or incomplete;

you know or suspect that someone has used your card with or without your permission.

5.2 If you suspect that your card has been damaged, altered or tampered with, you should tell us immediately by calling 0300 123 2412. If you are required to cancel your card you must apply for a replacement card within three months, using the replacement card form ICFN (RC).

WHAT IF I TRAVEL OUTSIDE THE UNITED KINGDOM?

6.1 The card is not a travel document and does not replace your passport. You may be asked to show it at the border when you leave the UK. You will need to show it with your valid national passport or travel document before starting a journey back, and again when you re-enter the United Kingdom.

6.2 If your card is lost or stolen when you are abroad you should contact the UK Border Agency by calling this number from overseas (+44) 208 527 3623 as soon as possible and before you try to travel back to the UK.

WHAT IF MY CARD IS LOST OR STOLEN?

7.1 If your card is lost or stolen you must report the loss or theft to the UK Border Agency on 0300 123 2412 (or as in 6.2 above from overseas) as soon as possible. The card will be cancelled.

7.2 If your card is lost or stolen you must apply for another card within three months of reporting the loss or theft of your original card, using replacement card form ICFN (RC). If you do not, you may face a financial penalty of up to £1,000 or have your permission to stay limited (also known as curtailed).
WHAT IF I FIND A CARD THAT IS NOT MINE?
8.1 If you find a card that is not yours, send it free of charge to:
Returns Unit, Freepost RRYX-GLYU-GXHZ, PO Box 163, Bristol, BS20 1AB.

WHAT DO I DO IF MY CARD IS NEAR ITS END DATE?
9.1 If you have limited leave to enter or remain and wish to remain in the United Kingdom, you will need to make a further application before your leave expires.

You will need to enclose your card with your new application. If you do not make a valid, in-time application you may no longer be permitted to stay in the United Kingdom.

For further information, please visit the UK Border Agency website at: www.ukba.homeoffice.gov.uk.

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