

FACTSHEET - Biometric Residence Permit (BRP) card is lost/stolen (IN THE UK)

Step 1 - Try to find the BRP

Search thoroughly to see if you can find it. Retrace your footsteps and check in all the locations you think you may have lost it e.g. your classroom, library, accommodation, shops and cafes, public transport or anywhere else where you might have had it with you.

Step 2 - Tell the police

Use the [Report My Loss website](#) to report the lost BRP to the police and get a reference number

Step 3 - Tell the UK Home Office

Use the [Gov.UK website](#) to report the lost/stolen BRP to the Home Office

Step 4 - Apply for a replacement BRP

Complete the [online BRP replacement application](#) on the Gov.UK website

- 1) When completing the '**Applicant contact details**' section, tick the 'I want to receive mail at a different address' option and then enter the International Office, address as shown in the screenshot below:

I want to receive mail at a different address.

Tell us the address where you want us to write to you
This must be in the UK.

Town/City

Postcode

Type address in the following format:
<Your student number>
International Office
University of
Huddersfield
Queensgate
Huddersfield
Postcode; HD1 3DH

Note: When you reach the following section in the BRP replacement application, save and sign out.

Check your answers

Check the information below before you continue to the next section.

Consent

I will provide a declaration signed by me to confirm my consent for the Home Office to Yes

Step 5 – Obtain the required documents

- Police crime reference number or printout of Report My Loss website email confirmation
- Printout of lost BRP email confirmation from the Home Office
- Printouts of consent form from the BRP lost online application
- One of the following **original** documents confirming your name and current UK address:
 - i. UK driving license
 - ii. council tax letter/statement
 - iii. tenancy agreement for your accommodation
 - iv. electricity gas or water bills
 - v. letter confirming registration with a doctor/GP showing your full name and address
 - vi. a recent bank statement

Make an appointment with the Immigration Team (International Office)

When the above steps are complete, attend one of the term-time [Immigration Drop-in Sessions](#) (Mon & Wed 1200-1300 and Fri 1100-1200) or [contact the Immigration team](#) for an appointment. You can then submit your online BRP replacement application with an adviser in the Immigration team.

Bring your bank debit or credit card for the appointment to pay the BRP replacement fee.

Related links

[BRP Residence Permits](#)