

## **FACTSHEET - Biometric Residence Permit (BRP) card lost/stolen (OUTSIDE THE UK)**

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If you have lost your card outside the UK: **You MUST NOT** try to travel back to the UK using a photocopy of your passport and/or lost BRP as you will **not** be permitted to enter the UK without an original passport and/or BRP.

You **cannot** apply for a replacement BRP outside the UK. You must apply for a 'replacement BRP visa' or a temporary visa which lets you re-enter the UK once only. Once back in the UK, you can apply for a new BRP card.

### **You must therefore;**

- Contact the local police station and get a police report or crime reference number.
- [Report the lost BRP to the Home Office](#)
- Apply for a temporary replacement visa to travel back into the UK using the Visa4UK website: <https://www.visa4uk.fco.gov.uk/>
- If you have also lost your passport - contact your national embassy to obtain a temporary passport to return to the UK. See this link: <https://embassy.goabroad.com/>

### **Applying for a temporary visa – to return to the UK**

The application can be made online <https://www.visa4uk.fco.gov.uk/>, however depending on which country you are in, you may have to complete a paper application form. Further detail about the visa application process in all countries, including how to apply and web links to the relevant visa application centres is available here: [Find a visa application centre](#)

For detailed instructions as well as updated fees please refer to the [Home Office website](#)

### **Online application - Selecting the right visa type**

When completing the online application, choose the correct type of visa using the steps below:

- Reason for Visit - 'Other'
- Visa Type - 'Others'
- Visa Sub-Type 'Replacement Biometric Residence Permit'

In Section 7 of the application, simply mention that you are 'applying for a Replacement BRP/visa because you have lost your BRP or had it stolen'.

### **IMPORTANT - After you have returned to the UK**

After you have returned to the UK using the 30-days single entry visa, you must apply for a replacement BRP – see next page for the process.

## Applying for a replacement BRP in the UK

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

- 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, see screenshot below:

The screenshot shows a form with a checked checkbox labeled "I want to receive mail at a different address." Below it, the text reads "Tell us the address where you want us to write to you. This must be in the UK." The form contains several input fields: "u1234567.International Office", "University of Huddersfield", "Queensgate", "Town/City" with "Huddersfield" entered, and "Postcode" with "HD1 3DH" entered. A blue callout box on the right provides the correct format: "Type address in the following format: <Your student number> International Office University of Huddersfield Queensgate Huddersfield Postcode; HD1 3DH". A blue bracket and arrow point from the callout box to the input fields.

**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

### 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.

Note: The UKVI/Home Office immigration requirements including fees can change at a short notice. The University of Huddersfield and its staff cannot take responsibility for any changes to the rules or decisions made by the UKVI.