



EEA1 REGISTRATION CERTIFICATE

Version 05/2007

Application for a registration certificate in the UK by:

European Economic Area (EEA) nationals and their EEA or Swiss national family members

Swiss nationals and their Swiss or EEA national family members residing in the UK

residing in the UK

This form is to be used for applications made on or after 1 May 2007

THE ADDRESS TO WHICH YOU MUST POST YOUR APPLICATION ON FORM EEA1 IS:

Border and Immigration Agency European Applications EEA1 Lunar House 40 Wellesley Road Croydon CR9 2BY

For information about the other EEA forms, see page 3. If you need help in completing this form telephone 0870 606 7766

BUILDING A SAFE, JUST AND TOLERANT SOCIETY

FORM EEA1: GUIDANCE NOTES

1 For which applications should you use Form EEA1?

To apply for a registration certificate if you are an EEA national exercising Treaty rights in the UK. See part 7 of these notes for information about Treaty rights. You may include your family members in the application if they are EEA or Swiss nationals.

To apply for a registration certificate if you are a Swiss national residing in the UK. You may include your family members in the application if they are Swiss or EEA nationals.

Although Switzerland is not a Member State of the EEA the Agreement between the European Community, its Member States and the Swiss Confederation on the free movement of persons gives similar rights of residence to Swiss nationals and their family members.

The relevant legislation for applications on this form is The Immigration (European Economic Area) Regulations 2006. You can consult it on our website at **www.bia.homeoffice.gov.uk** or obtain a copy from HMSO.

2 Making your application

If you follow the guidance below, it will help us to process your application without unnecessary delay.

The application form. Make sure you use the correct form for the purpose for which you are applying (details of the other EEA forms are given in part 9 of these notes). Complete the relevant sections of the form as required and answer all the questions that apply to you and any family members included in the application. Use block capitals and black ink when completing the form. Sign and date the declaration at section 10.

Documents. Provide all relevant documents, including passport(s)/ID card(s) as appropriate. <u>All documents should be originals</u>. If you can't provide an original document when applying, please explain why and say when you will be able to provide it. If you provide a certified copy, it should be a copy certified by the body or authority which issued the original document (for example, a copy of a savings passbook certified by the bank), or by a notary. To resolve your application, we need to see the originals of passport(s) or ID card(s) as appropriate, and if needed to prove a family member relationship, marriage or civil partnership certificates and birth certificates. If you cannot provide original documents, it is unlikely that we will grant your application.

Photographs. Provide 2 identical photographs of yourself and any family members included in the application. These should be taken against a light background, be clear and of good quality and must be full face. They must not show you or any family members wearing sunglasses or any head covering unless this has to be worn for religious or cultural reasons. Photographs where the covering conceals the face will not be acceptable. The photographs you provide will be reproduced in your and your family members' registration certificate(s) if the application(s) is/are successful. You should therefore ensure that you are content for the photographs to be used for this purpose. **All photographs should have the name written on the back.**

How to apply. Applications on this form can be made by post or in person at our Public Enquiry Office in Croydon (but not at any of our other PEOs).

3 Posting your application

Post your completed application form with supporting documents and photographs to the address opposite:

Border and Immigration Agency European Applications EEA1 Lunar House 40 Wellesley Road Croydon CR9 2BY

Posting your application to any other address will delay it. To help us record the receipt of your application, we recommend the use of Recorded or Special Delivery and that you keep the RD or SD

number.

We return all documents by Recorded Delivery. If you want your passport and other documents returned by Special Delivery, you will need to provide a suitably sized Special Delivery envelope with the correct pre-paid postage.

4 Applying in person

We offer a same-day service for applications on Form EEA1 at our Public Enquiry Office in Croydon.

Appointments. You should make an appointment in advance by telephoning **0870 606 7766.** Make an appointment only when you have obtained the correct application form and have all the documents and photographs.

The Croydon PEO is located at Lunar House, 40 Wellesley Road, Croydon CR9 2BY and is open Monday to Friday 8.00am - 4.00pm. For up-to-date information on opening times and services, please check the PEO page on our website at **www.bia.homeoffice.gov.uk** or phone the number above.

5 Decision times

We aim to decide applications as soon as possible. For service standards for deciding non-charged postal applications, see our website at www.bia.homeoffice.gov.uk

6 Contacting us after applying

If you need to provide more information about your application after posting it to us, please send it to the address in part 3 of these notes and give the following details in your letter:

- the applicant's full name, date of birth and nationality;
- · any Recorded or Special Delivery number if you have one
- · the date on which the application was posted; and
- · the Home Office reference if you have one.

We advise you not to make any non-urgent travel plans until your application has been decided and your passport and other documents are returned to you. If you need any of your documents urgently for travel or other reasons, please call **0870 606 7766** and give the details listed immediately above.

7 Your right to reside in the UK

EEA nationals have a right to reside in the UK if they are exercising a Treaty right in one of the following categories:

- Worker: a person who is pursuing an effective and genuine activity for remuneration as an employed person
- · Self-employed
- Student

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FORM EEA1 - GUIDANCE NOTES (continued)

- Economically self-sufficient
- · Retired: a person who has been economically active; or
- Incapacitated: a person who is permanently incapacitated and unable to pursue employment, having been economically active.

The following nationals may exercise Treaty rights in the UK:

Austria Belgium Bulgaria*** Cyprus** Czech Republic* Denmark Estonia* Finland France Germany Greece Hungary* Iceland Irish Republic Italy Latvia* Lithuania* Liechtenstein Luxembourg Malta Netherlands Norway Poland* Portugal Romania*** Slovakia* Slovenia* Spain

Sweden Switzerland (but see part 1 of these notes)

- * The nationals of the countries marked with a single asterisk may have to register on the Worker Registration Scheme. For advice on how to obtain information about this, see part 8 below. If you have to register on the Scheme, you are not eligible to apply for a registration certificate on the basis of employment until you have worked legally in the UK for a continuous period of 12 months during which time you were not out of work for more than 30 days. You are not required to register on the Scheme if you are self-employed.
- **A document issued by the Turkish Republic of Northern Cyprus does not establish that the person is an EEA national. Only a document issued by the Republic of Cyprus stating that the holder is a national of the Republic of Cyprus establishes that the person is an EEA national and accordingly entitled to free movement within the EU.
- ***The nationals of Bulgaria and Romania joined the European Union on 1 January 2007. Further guidance and downloadable versions of all Bulgarian and Romanian application forms are available at the all forms section at www.workingintheuk.gov.uk

8 Worker Registration Scheme

If you are a national of the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia working in the UK you may have to register on this Scheme (This Scheme does not apply to self-employment). Further information about the Scheme is available at **www.workingintheuk.gov.uk**

9 Obtaining another form

You can obtain another form from the Application Forms Unit on **0870 241 0645** or by downloading it from the Home Office website at **www.bia.homeoffice.gov.uk**

The other EEA forms are as follows:

 $\bf EEA~2$ for residence card applications by non-EEA national or non-Swiss national family members of an EEA national or Swiss national

EEA 3 for permanent residence applications by EEA national and their EEA or Swiss national family members and by Swiss nationals and their Swiss or EEA national family members

EEA 4 for permanent residence applications by non-EEA national or non-Swiss national family members of an EEA national or Swiss national.

10 Other telephone enquiries

For enquiries other than obtaining an application form call **0870 606 7766**. We have a freephone textphone service on **0800 38 98 28 9**

11 Choosing an immigration adviser

If you engage an immigration adviser, you should take care when choosing one. The Office of the Immigration Services Commissioner (OISC) regulates immigration advisers. Their website at **www.oisc.gov.uk** contains a list of authorised advisers. It also has links to websites for solicitors, barristers and legal executives. If you have a complaint about an immigration adviser or need other information, the OISC contact details are:

Office of the Immigration Services Commissioner
5th Floor
Counting House
53 Tooley Street
London
SE1 2QN

Telephone: 0845 000 0046

Alternatively the Law Society, which regulates solicitors in England and Wales, can help you find a solicitor. You can contact them on **0870 606 6575** or visit their website at **www.lawsociety.org.uk**

If you wish to complain about a solicitor you can contact the Law Society's Consumer Complaints Service helpline on **0845 608 6565** or write to them at:

The Law Society Victoria Court 8 Dormer Place Leamington Spa Warwickshire CV32 5AE

12 Complaints about our service

If you want advice on how to make a complaint about our service please telephone **0870 241 6523** or visit our website. You may complain, in writing, to:

BIA Customer Focus Team PO Box 1384 Croydon CR9 3YJ

Or by email to: bia.cu@homeoffice.gsi.gov.uk

13 Data protection notice

All information provided by you will be treated in confidence but it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions. We may also use the information provided by you for training purposes.





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This form is to be used for applications made on or after 1 May 2007

SECTION 1 Your details

membe	rsonal details should be ϵ rs are included in the app ls, their personal details ϵ	lication,	and th	ney are	e also	EEA	or Sw	SS	Attack
	resentative assisting you with dication?	n	Yes			No			Attach applicant's photographs here
	ease insert their OISC tion Number if they have one).							
1.1	Title (Mr, Mrs, Ms, Miss, Otl	her)							
	Full name as shown on ID or passport	card							
	Surname		_						
	Maiden name or any other r by which you have been kno		_						
1.2	Nationality								
1.3	Date of birth	Day	Mont	h _	1	Year		Gende	er M F
1.4	Home Office reference number if known								
1.5	Passport number or ID card number								
1.6	Date on which you last entered the UK	Day	Mont	h		Year			
1.7	UK address. Please let us know immediately if this changes								
	Post code								
1.8	Daytime telephone number								
1.9	The address to which you would like us to return your documents and send any letters about your application, if different from that at 1.7								
	Post code								

SECTION 2 EEA or Swiss national family members' details (please see guidance notes before completing)

	s of your EEA or Swiss national family members below. Non-EEA or no dence card should complete Form EEA2.	on-Swiss national family members wishing
Do you UK?	have any EEA or Swiss national family members living with you in the	Yes No
	d yes to question 2.1 , and they are applying for a registration certificate, please separate sheet and provide it with your application.	give their details below. If you need more
lf parents' details a be provided ie full bi	re not shown in the child's passport or ID card, documentary evidence of relations in the child's passport or ID card, documentary evidence of relations in the child's passport or ID card, documentary evidence of relations in the child's passport or ID card, documentary evidence of relations in the child's passport or ID card, documentary evidence of relations in the child's passport or ID card, documentary evidence of relations in the child's passport or ID card, documentary evidence of relations in the child's passport or ID card, documentary evidence of relations in the child's passport or ID card, documentary evidence of relations in the card, documentary evidence of relations in the card, and the card, documentary evidence of relations in the card, and the	ionship to EEA or Swiss family member should
	other than parent/child eg brother or cousin, please provide appropriate evid tnership certificates showing the relationship.	ence to confirm the relationship i.e. full birth,
Family member's full	name	
Nationality		Attach
Date of birth	Day Month Year Gender M F	
Relationship to you		
Home Office reference	ce (if known)	
Family member's full	name	
Nationality	Day Month Year	Attach
Date of birth	Gender M F	family member's photographs here
Relationship to you		
Home Office reference	ce (if known)	
Family member's full	name	
Nationality	Day Month Year Condor	Attach
Date of birth	Gender M	family member's photographs here
Relationship to you		
Home Office reference	ce (if known)	

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SECTION 3 Employment

<u>Worker</u> - person pursuing an effective and genuine activity for remuneration as an employed person. If you are applying on the basis of being a worker, and you are not a national who has been required to register under the Worker Registration Scheme (ie nationals of the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia), you must complete this section. If you are a national who has registered under the Worker Registration Scheme, please go to section 7.

3.1	Full name of employer (ie business or firm)	
3.2	Business address	
0.12		
	Post code	
	Telephone number	
3.3	Address and telephone number if the address	
0.0	at which applicant is employed is different from the one in 3.2	
	Post code	
	Telephone number	
3.4	Type of business	
3.5	Position offered to, or held by, you	
3.6	Date employment started/will start	Day Month Year
3.7	Number of hours to be worked each week	
3.8	Salary/wages paid each month/week (delete as a	appropriate) £
3.9	Expected duration of employment	
3.10	Full National Insurance number (if obtained):	
Employe	r's Declaration	(employee's name) has been employed as a worker in this business
from	Day Month Year	in accordance with the details given above.
Signature	of employer	Employer's stamp
Date		
Evidence	of Employment: Please provide us with a	at least one of the following and tick relevant box(es):
	Contract(s) of employment	
	Most recent wage slips (at least one)	
	Letter(s) from employer confirming yo	ur employment

SECTION 4 Self-employment

You must complete this section if you are applying on the basis of being a self-employed person.

	stablished in business/following a self-employed occupation as: of business
Busine	ess address
Post c	ode
Teleph	one number
Eviden	ce of self-employment/business to be provided:
	A lease on business premises
	Construction Industry Scheme (CIS) card (for the building trade)
	Bank statement(s)
	Invoices
	Inland Revenue self - assessment forms
	Evidence of National Insurance contributions being paid
Signature	e of applicant
Date	

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Your business details

SECTION 5 Student

You must complete this section only if you are applying on the basis of being a student.

	100 111000		area only in you are apprying on the busis or boing a conduction	
5.1	Name and address	of educational estab	ablishment	
	Post code:			
	Telephone number			
5.2	Course title			
5.3	Date course of stud	ly starts/started	Day Month Year	
	Date course of stud	ly will end	Day Month Year	
5.4	You are required to	provide the following	ng documentary evidence of your course of study and funds:	
	- a school, college	or university letter co	confirming enrolment and the completion date of the course, and	
	- a bank statement	or evidence of a gra	rant or scholarship.	
	SECTION 6	Other qualified pers	sons	
	or permanently inca	apacitated. Please t	f you are applying on the basis of being economically self-sufficient, retired tick the relevant box below to show the basis on which you are applying ide the documentary evidence requested.	
	Economically self-s	ufficient		
	intend to reside on	this basis. These fu	n yourself and any family members included in this application during the time younds can come from the employment or self-employment of any of your family Documentary evidence of their employment or funds should be supplied.	/ou
	Retired			
	Evidence that you a	re in receipt of a per	ension.	
	Incapacitated			
	A doctor's letter or in the permanent.	nedical report confir	firming incapacity. This should state if the incapacity is likely to	

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SECTION 7 Worker Registration Scheme

You should complete this section if you have completed 12 months' continuous lawful employment in the UK after registering under the Worker Registration Scheme. The nationals who may have to register under the Scheme are those of the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia. Please make sure you provide your worker registration card and all worker registration certificates.

Your worker registration card issued Your worker registration card reference number Have you changed employment since you obtained your worker registration card and worker registration certificate? Please provide employment details/dates below. If you have worked for more than 2 employers in the last 12 replease continue on a separate sheet. Full name of employer (ie the business or firm) Address of employer Post code Date employment	Have you changed employment since you obtained your worker registration card and worker registration certificate? Please provide employment details/dates below. If you have worked for more than 2 employers in the last 12 please continue on a separate sheet. Full name of employer (ie the business or firm) Address of employer Post code Date employment Day Month Year Date ended Day Month Year started Full name of employer (ie the business or firm) Address of employer Post code Date employment Day Month Year Date ended Day Month Year started Full name of employer (ie the business or firm) Address of employer Post code Date employment Day Month Year Date ended Day Month Year started Have you been unemployed since you obtained your worker registration card? Yes No If yes, please provide all the dates (MM/YY) of unemployment subsequent to obtaining your worker registration card (continue on a separate sheet if necessary). From To From To From To From To From To Please provide us with the following documentation to prove that you have been lawfully engaged in employment while registered on the Worker Registration Scheme for a continuous 12 month period. You must provide the subsequent to obtaining your worker provide the subsequent to the Worker Registration Scheme for a continuous 12 month period. You must provide the subsequent to obtain the period of the worker registered on the Worker Registration Scheme for a continuous 12 month period. You must provide the subsequent to obtain the period of the worker registered on the Worker Registration Scheme for a continuous 12 month period. You must provide the subsequent to obtain the period of the pe	Data warker regio	ration pard includ			
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	Please provide us with the following documentation to prove that you have been lawfully engaged in employment while registered on the Worker Registration Scheme for a continuous 12 month period. You must provide the registration card and certificate(s) together with evidence from any of the other sources so long as, individent collectively, they cover a continuous period of 12 months. Worker registration card and all worker registration certificate(s) Wage slips covering the last 12 months	,	,		From	To
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collectively, they cover a <u>continuous</u> period of 12 months. Worker registration card and all worker registration certificate(s) Wage slips covering the last 12 months	Letter(s) from employer(s) confirming your employment covering the last 12 months		-		L2 months	

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SECTION 8 - PERSONAL HISTORY

You must answer all the questions in this section on behalf of yourself and any family members included in this application. It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true. Information given will be checked with other agencies.

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have i	eceive	ed more	e than	two co	nvictio	ns and	/or civ	il judgr	nents,	give de	etails o	n a co	py of tl	his pag	ge an	d enclos	se it wit	h this i	orm.
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	SECTION 8 - PERSONAL HISTORY(continued)									
8.7	Have you or any family members included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character?		No							
	If you have answered yes to question 8.2 , 8.3 , 8.4 , 8.5 , 8.6 or 8.7 above please give further details in the space provided below. If you need more space, continue on a separate sheet.									

REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

DEFINITIONS

For the purposes of answering questions **8.3** to **8.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at www.opsi.gov.uk/acts/acts2001/20010017.htm or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any family members included in the application.

War crimes

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that <u>may</u> constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

Crimes against humanity

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

<u>Genocide</u>

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

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Terrorist activities

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

Organisations concerned in terrorism

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

SECTION 9 Documentary evidence

The documents and photographs needed in support of an application on Form EEA1 are listed below. You should provide those which are relevant to you and any family members included in the application.

Please tick the boxes next to the relevant items to show the documents and photographs you are providing.

You should attach all photographs to sections 1 and 2 of the form in the spaces provided. Please see part 2 of the guidance notes for information about photographs.

Two recent passport-size photographs of yourself with your name written on the back of each photograph attached.	
Two recent passport-size photographs of each family member for whom a registration certificate is required with their name written on the back of the photographs attached.	
Your current passport or ID card.	
Current passport(s) or ID card(s) for each family member for whom a registration certificate is required.	
If section 3 (employment) has been completed , contract(s) of employment, letter(s) from your employer(s) confirming your employment. Most recent wage slips (at least one) should be provided. These should feature a full National Insurance number rather than a temporary one.	
If section 4 (self - employment) has been completed , evidence to show you are self-employed, eg a lease on business premises, Construction Industry Scheme card, Inland Revenue self - assessment forms, invoices or National Insurance contributions.	
If section 5 (students) has been completed , a school, college or university letter confirming enrolment on a course of study and giving the completion date of the course; and evidence of funds available to you such as a bank statement or a document confirming the receipt of a grant or scholarship.	
If section 6 (economically self - sufficient, retired or incopacitated) has been completed, evidence of funds to show you are economically self-sufficient, eg a bank statement. If these funds come from a family member, evidence of their employment or funds should be supplied; or	
evidence to show you are retired, eg document(s) confirming the receipt of a pension; or	
evidence to show you are permanently incapacitated, eg doctor's letter or medical report confirming permanent incapacity, having previously been in employment or self employment.	
If section 7 (Worker Registration Scheme) has been completed, the worker registration card and all worker registration certificate(s) and one of the following as evidence of continuous lawful employment for a period of 12 months after worker registration.	
Letter(s) from your employer(s) confirming your employment covering the last 12 months or	
Wage slips that cover a period of employment over the last 12 months or	
Contract(s) of employment covering the last 12 months.	

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SECTION 10 Declaration

Please now read and sign the declaration.

It should be signed by you (the applicant) and not by a representative or other person acting on your behalf. If you are under 18, your parent or guardian may sign.

I hereby apply for a registration certificate for myself and any EEA or Swiss national family members listed in this form. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself and any family members included in the application form, as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that the Home Office may also use the information provided by me for training purposes.

I am aware that it is an offence to make a statement or representation which I know to be false or do not believe to be true, or to obtain or seek to obtain a registration certificate by means which include deception.

Signed		
Date		

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DOCUMENT CHECKLIST

Please complete this part of the form. It will help us to make sure that we have received the documents you supplied and to keep a record of them while they are in our possession. You may not have to provide all the documents listed here. Please state how many of the following you have provided: Photographs with the name on the back of each Passport(s) National ID Card(s) Birth certificate(s) Marriage certificate(s) Civil partnership certificate(s) Driving licence(s) Other (please list in the space opposite) FOR OFFICIAL USE ONLY Photographs with the name on the back of each Passport(s) National ID Card(s) Birth certificate(s) Marriage certificate(s) Civil partnership certificate(s) Driving licence(s) Signature Other as listed above Date

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APPLICANT'S CHECKLIST

Please make the following checks before posting your application.

Are you sure that Form EEA1 is the right form for you?

Have you completed all the applicable sections of the form as specified?

Have you sent us the following documents and photographs specified in section 9?

- current passport(s) or ID card(s), including those of any family member(s) included in the application.
- photographs including those of any family member(s) included in the application with the name(s) written on the back
- worker registration card and all worker registration certificate(s)
- other documentary evidence relevant to your particular application.

If you are unable to send us any of the documents or photographs specified in section 9, have you given an explanation and said when you will be able to send them?

Have you signed and dated the declaration in section 10 of the form?

Finally, please make sure that the application is addressed exactly as shown below:

Border and Immigration Agency European Applications EEA1 Lunar House 40 Wellesley Road Croydon CR9 2BY

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