

Applying for Settled Status

There is no fee for the application.

Proof of identity

You need a valid passport or national identity card. You also need to provide a digital photo of your face.

If you are not an EU, EEA or Swiss citizen, you can use any of the following:

- valid passport
- biometric residence card
- biometric residence permit

If you do not have any of these you may be able to use other evidence. Contact the EU Settlement Resolution Centre if you do not have an identity document. The details are below.

When you apply, you can prove your identity either:

- Using the 'EU Exit: ID Document Check' app to scan your document (which must be biometric) and send your photo. You need to use an Android phone which can be used for contactless payments (an NFC phone) or an iPhone 7 or later. You can use someone else's phone. The app is available here:
<https://play.google.com/store/apps/details?id=uk.gov.HomeOffice.ho1>
- You can also visit one of the organisations who can scan your document for you. The document must be biometric but national identity cards cannot be scanned. If you have an identity card, you will have to post this (see below).

Richmond Council's service is free for Council staff and residents of Richmond upon Thames (proof of residence required at the time of your appointment). Details can be found here:

https://www.richmond.gov.uk/services/registration_services/eu_settlement_scheme

Other organisations can be found here. You will need to book an appointment and you may have to pay a fee.

<https://www.gov.uk/government/publications/eu-settlement-scheme-id-document-scanner-locations>

- Complete the application (see below), send your document by post and upload your photo using the online application

Application

You then complete an online application here:

<https://www.gov.uk/settled-status-eu-citizens-families/applying-for-settled-status>

You don't have to do the whole application in one go - you can save your answers and come back later.

You can get help with completing the application. The details are here:

<https://www.gov.uk/government/publications/eu-settlement-scheme-assisted-digital-service>

Help

If you have any questions contact the EU Settlement Resolution Centre. The centre is open from Monday to Friday between 8am and 8pm, excluding public holidays, and on Saturday and Sunday between 9.30am and 4.30pm.

Telephone

From inside the UK: 0300 123 7379

From outside the UK: +44 203 080 0010

You can also get online help: <https://eu-settled-status-enquiries.service.gov.uk/start>

Citizens Advice Richmond

<https://www.citizensadvicerichmond.org/>

January 2021