



Home Office

Guide AN

Naturalisation as a British citizen –
A guide for applicants

To be read in conjunction with Booklet AN

October 2015

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1: INTRODUCTION TO THE GUIDE

Becoming a British citizen is a significant life event. Apart from allowing you to apply for a British citizen passport, British citizenship gives you the opportunity to participate more fully in the life of your local community.

For your application to succeed you will need to show that you satisfy a number of requirements that are set out in British nationality law. This guide will help you to fill in the downloadable version of the form AN; it tells you what information to put into each section of the application form and which documents you need to supply. Guidance on the legal requirements for applying for naturalisation can be found in the Booklet AN – you should make sure that you read that booklet before applying.

It is important that you take care in completing the form and in making sure that you satisfy the requirements for naturalisation. You also need to make sure that you have paid the correct fee (see the fees leaflet). If you pay by cheque you should ensure that you have sufficient funds available. Only cheques issued in sterling and drawn from a bank which has a UK based presence will be accepted. Those applying from overseas who wish to pay by cheque should therefore ensure that the issuing bank has a branch in the UK where the cheque can be cashed. We will also accept credit/debit card payment. Cash, transcash or postal orders cannot be accepted. If you do not pay the correct fee your application will be returned to you unprocessed.

Before continuing with your application, you should be aware that under the nationality laws of some countries a person will automatically lose their nationality if they become a citizen of another country. If you have any questions about this, you should ask the authorities of the country of which you are a citizen through their embassy or high commission before making your application. If the country of which you are currently a citizen continues to recognise you as one of its citizens you may continue to be subject to the duties of citizens of that country when you are in its territory. This may include obligations to undergo military service.

You should also note that if you are currently regarded as a refugee in the United Kingdom, you will lose that status if you naturalise as a British citizen.

The law covering naturalisation is contained in the British Nationality Act 1981 and the regulations made under it. This guide, along with the Booklet AN, is intended to help you to apply. It is not a complete statement of the law or policy. Other information about citizenship and immigration is available on our website at <https://www.gov.uk/becoming-a-british-citizen>

2: HOW TO FILL IN THE APPLICATION FORM

You must ensure that your name, date of birth, and the place and country where you were born are clearly written in BLOCK LETTERS, in black or blue ink. These details will be shown on your certificate. Any mistake you make is likely to end up on your certificate and may cause difficulties and delay in you becoming a British citizen or in obtaining a British passport.

Make sure that all the information is correct before you submit your application. It is a criminal offence to give false information knowingly or recklessly.

You may, if you wish, receive help completing your application form. You may use the services of an agent such as a solicitor or other competent adviser. For more information about competent advisers, see the box headed “OISC and Immigration Advice” on page 6 of this guide.

You may also apply via the Nationality Checking Service. This is a partnership with local authorities, which has been introduced by a number of local authorities in the UK. The Nationality Checking Service enables people wanting to apply for naturalisation to make their application in person at their local Register Office. In return for a small fee, local authority officers will help applicants to complete their application forms and check that the correct fee has been paid. They will also copy valuable documents and certify them as true copies, before returning the originals to you in person.

Local authorities provide the Nationality Checking Service at the point of application only, and will not act as your agent while your application is being considered. Local authorities are, like other competent advisers, registered with the Office of the Immigration Services Commissioner.

To check whether the Nationality Checking Service is available near you, refer to either our website at <https://www.gov.uk/search?q=Nationality+checking+service>, or contact your local Register Office. Please note that you may use any local authority offering Nationality Checking Service, not just the one where you live. The service is being expanded over time to cover more local authorities.

However, applying for naturalisation is a straightforward process which does not require the use of specialist agencies. You should be capable of applying successfully by following the guidance provided in this guide and ensuring that you are able to satisfy the requirements detailed in the Booklet AN.

Information you give will be treated in confidence, but may be disclosed to Government Departments, the Security Service and other agencies, local authorities and the police, where it is necessary for immigration or nationality purposes or to enable these bodies to carry out their own functions.

Now turn to Section 1 of the application form: Personal Information.

SECTION 1: PERSONAL INFORMATION

1.1 Enter your Immigration and Nationality Directorate or Border and Immigration Agency, UK Border Agency or Home Office reference number, if you have one.

1.2 Enter your current passport number or travel document number.

1.3 Enter the date you were given indefinite leave to enter/remain in the UK. If you are an EEA or Swiss national or a family member of an EEA or Swiss national please ensure that you read pages 10–11 of the Booklet AN.

1.4 Tick the box appropriate to your title or write in your title if it is different. Please note that royal titles should not be used.

1.5 Enter your surname or family name as you want it to appear on your certificate.

1.6 Enter your other names as you want them to appear on your certificate. For example if your name is Taher Mohamed Hashim Al Hassan and you are known as Mr Al Hassan then put Al Hassan in section 1.5 and Taher Mohamed Hashim in section 1.6.

1.7 Your name at birth must be given on the application form, for identity purposes, but may be omitted from your certificate of British citizenship if you have a special reason for requesting this – for example because you were adopted or are no longer living in the gender you were considered to have at the time of your birth.

The name that you give in sections 1.5 and 1.6 should be the same name that is on your current passport, travel document or Biometric Residence Permit. We will not normally issue a certificate of registration or naturalisation in the name that is different from a person's official documents. Names that do not match your current passport and /or other identity documents, may also cause problems when applying for a British passport.

If you have married or entered a civil partnership and changed your name, and you wish to be registered in that name, you should change your name on your other passport, travel documents and national identity card, to reflect that name, before sending us your application. This is to avoid a person having official documents in more than one identity.

1.8 If you are or have been known by any other names apart from the names you have given in sections 1.5, 1.6 and 1.7, say what the other names are/were, when you were known by or started to be known by these other names, and why.

PLEASE NOTE THAT THE NAME, PLACE AND DATE OF BIRTH ENTERED ON THE APPLICATION FORM WILL APPEAR ON YOUR CERTIFICATE OF NATURALISATION AND CAN BE CHANGED ONLY IN THE MOST EXCEPTIONAL CIRCUMSTANCES

1.9 Enter your present nationality. If you are recognised as stateless then insert "Stateless".

1.10 Enter your National Insurance number if you have one.

1.11 – 1.13 Enter your date of birth, the village or town or city where you were born, and the country where you were born. Please take care over these entries as they will appear on your certificate of naturalisation. If they are different from the details shown in your passport/birth certificate you should explain why on page 24 of the application form. N.B. Place and country of birth names shown on the certificate will be names in current acceptable use (and will be in English where an English version exists).

1.14 Indicate your sex by ticking the appropriate box.

1.15 Indicate your marital/civil partnership status by ticking the appropriate box. You are for our purposes married even if you are now legally separated.

1.16 Enter your present address and ensure that you give your postcode. We need this to arrange a citizenship ceremony. If you do not give your postcode your application will be delayed.

Please state the date when you moved in to this address.

Please provide contact telephone details and an e-mail address so that we can contact you. We may use your e-mail address to communicate with you about the status of your application

1.17 Provide all your home addresses for the past 5 years.

1.18 – 1.20 If someone is acting on your behalf such as a solicitor or you are making the application through a consulate, you should provide their details so that we can contact them. Unless you are being represented by a private individual, it is the agent's business name and telephone number which should be put here. If you have completed 1.18 and the address is that of your immigration adviser, please state their Office of the Immigration Services Commissioner (OISC) number:

1.21 If your application is approved, you will need to take part in a citizenship ceremony. The venue will normally be within a local authority area near where you live. If you want the ceremony in another area you should enter the name and address of that local authority office including the postcode.

OISC and Immigration Advice

Immigration or nationality advisers acting in the course of business (whether paid or unpaid) are regulated by the Office of the Immigration Services Commissioner (OISC), an independent body. The provision of such advice is prohibited unless a person works for an organisation registered with, or exempted by, the OISC or is authorised to practise (like solicitors and barristers) by a designated professional body.

Certain categories (e.g. public health bodies) are exempted from the regulatory scheme by Ministerial Order. It is a criminal offence to provide advice or services in contravention of the regulatory scheme.

Further information about the regulatory scheme and a full list of OISC regulated advisers is available on its website at www.oisc.gov.uk

You will be expected to attend a ceremony to become a British citizen even if you have been exempted from the knowledge of Language and Life in the UK requirement. Successful applicants are rarely exempted from ceremonies and then only if they are physically unable to attend or if their mental condition would make it inappropriate to attend. If you wish to be exempted you should say why on page 24 and provide supporting evidence.

1.22 You should indicate here how you intend to satisfy the requirement to have sufficient knowledge of language and of life in the UK. From 12th November 2015, we will only accept English language qualifications from the Home Office approved list of acceptable qualifications.

1.23 This section is for you to give us information about the Home Office approved test you are using to show that you have an English language qualification at B1 level or above. It is important that you give us the correct reference number for your qualification, as this will allow us to check that you meet the English language requirement.

1.27 – 1.30 You might already be a British citizen without realising it. To decide whether you already have British citizenship by descent we need details about your parents.

1.34 – 1.39 To help us determine your eligibility for naturalisation we need to know a little about your partner, if you have one. On this part of the form we use the term “partner” to mean your husband, wife or civil partner. If your partner is not a British citizen and would like to apply, they will need to make their own application on a separate form. We cannot treat your form as an application for your partner to be naturalised as a British citizen.

1.40 – 1.47 If you were previously married or in a civil partnership, you must complete your previous husband's, wife's or civil partner's details.

Among the duties and obligations which you are expected to fulfil is payment of income tax and National Insurance contributions. We may ask H.M. Revenue & Customs for confirmation that your tax and National Insurance affairs are in order. When you sign the application form you will be giving your consent for us to approach them.

1.48- 1.53 You must provide details of your current and previous employment during the past 10 years

If you do not pay income tax through PAYE you must demonstrate that you have discharged your obligations towards the H.M. Revenue & Customs, by attaching a Self Assessment Statement of Account.

SECTION 2: RESIDENCE REQUIREMENTS

2.1 Enter the day you first arrived with a view to staying in the UK on a long-term basis, and the airport or seaport through which you then entered. If this is less than 5 years before the date on which we receive the application, or less than 3 years before this date if you are married to or the civil partner of a British citizen, you might not meet the residence requirement (see page 6 of the Booklet AN) and your application may be unsuccessful.

2.2 Fill in this table showing the periods you have been away from the UK during the last 5 years (3 years if you are married to or in a civil partnership with a British citizen). Insert the number of days you were away from the UK in the last column ignoring the day you left and the day you arrived back in the UK. If there is not enough room for all your absences then continue on page 24. Add up the total and write it in the space indicated.

Please note: You should also check that you were physically present in the UK 5 years (3 years if you are married to or in civil partnership with a British citizen) before the date that the application will be received by the Home Office or other receiving authority (see page 21 "Where to send your application form"). If you do not meet this requirement your application is unlikely to be successful, unless you were in the UK armed forces at that time.

To satisfy the residence requirement you should not have been absent for more than 90 days in the last 12 months. And the total number of days absence for the whole 5 year period should not exceed 450. If you are married to, or in a civil partnership with a British citizen, the total number of days absence for the whole 3 year period should not exceed 270.

There is discretion to disregard absences in excess of the limits. The circumstances in which discretion would be exercised is explained in the Booklet AN. Failure to complete section 2.2 will result in delays to your application.

2.3 Please insert the country where you intend to live if you are naturalised as a British citizen.

2.4 – 2.6 If you are a national of a member state of the EEA, or the family member of an EEA national, and do not have indefinite leave to remain in the United Kingdom you should complete these sections. Please refer to section 6 of the Booklet AN for further guidance.

SECTION 3: GOOD CHARACTER

3.1 – 3.2 You must give details of all criminal convictions both within and outside the United Kingdom. These include road traffic offences. Fixed penalty notices (such as speeding or parking tickets) must be disclosed, although will not normally be taken into account unless:

- you have failed to pay and there were criminal proceedings as a result; or
- you have received numerous fixed penalty notices.

Drink driving offences must be declared. If you have any endorsements on your driving licence you must access the [DVLA website](#) to download and print a summary of your record and send it with your application. Please note that a driving conviction may not be disregarded despite any penalty points being removed from your driving licence.

3.3 – 3.4 You must give details of all civil judgments which have resulted in a court order being made against you as well as any civil penalties under the UK Immigration Acts. If you have been declared bankrupt at any time you should give details of the bankruptcy proceedings. (Your application is unlikely to succeed if you are an undischarged bankrupt).

You do not need to give details of family law proceedings such as divorce decrees, dissolved civil partnerships, guardianship orders, parental responsibility orders

3.5 – 3.6 You must give details of any cautions (simple or conditional), warnings or reprimands you have received in the UK or any other country. Cautions, warnings and reprimands are out of court disposals that are recorded on a person's criminal record and are taken in to account when assessing a person's character.

3.7 You must say if your details have been recorded by the police as a result of certain sexual offences, or if you are subject to one of the following orders: notification order, sexual offences prevention order, foreign travel order, risk of sexual harm order (or equivalent order made in a British overseas territory or any other country). If your details are recorded on the "sex offenders" register, even if any conviction is spent, the Home Secretary is unlikely to be satisfied that you meet the good character requirement and so an application for citizenship is unlikely to be successful.

3.8 You must say if there is any offence for which you may go to court or which is awaiting hearing in court. This includes having been arrested for an offence and waiting to hear if you will be formally charged. If you have been arrested and not told

that charges have been dropped, or that you will not have to appear in court, you may wish to confirm the position with the police.

For applicants from Scotland any recent civil penalties must also be declared. You must tell us if you are arrested or charged with an offence after you make your application and while the application is under consideration. You risk prosecution under section 46 of the British Nationality Act 1981 if you do not do so.

3.9 – 3.13 You must also say here whether you have had any involvement in terrorism. If you do not regard something as an act of terrorism but you know that others do or might, you should mention it. You must also say whether you have been involved in any crimes in the course of armed conflict, including crimes against humanity, war crimes or genocide. If you are in any doubt as to whether something should be mentioned, you should mention it.

For the purpose of answering questions 3.9 to 3.13 the Booklet AN provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following web-site: <http://www.hms0.gov.uk/acts/acts2001/20010017.htm>
Alternatively, copies can be purchased from: The Stationery Office, telephone 0870 600 5522.

3.14 You must say whether you have ever been declared bankrupt.

3.15 You must say whether you have been involved in anything which might indicate that you are not of good character. You must give information about any of these activities no matter how long ago it was. Checks will be made in all cases and your application may fail and your fee will not be fully refunded if you make an untruthful declaration. If you are in any doubt about whether you have done something or it has been alleged that you have done something which might lead us to think that you are not of good character you should say so.

You must tell us if you have practised deception in your dealings with the Home Office or other Government Departments (e.g. by providing false information or fraudulent documents). This will be taken in to account in considering whether you meet the good character requirement. If your application is refused, and there is clear evidence of the deception, any future application made within 10 years is unlikely to be successful.

You should also tell us if you have any children who have been convicted of an offence or who have received a court order (e.g. an ASBO). We will consider if there are indications that you may have been complicit in their activities or particularly negligent in ensuring their good behaviour, and whether this reflects on your own ability to meet the good character requirement.

If you are applying on the basis of Crown Service you should go to section 4. If you are not applying on the basis of Crown service you should go to section 5.

SECTION 4: CROWN SERVICE

Complete this section only if you are applying on grounds of your own Crown service, or your husband's, wife's or civil partner's Crown service or specially designated service. Read the information on page 20 of the "Booklet AN".

Naturalisation is not a reward for long service under the British Crown, and is rarely granted on this basis.

SECTION 5: REFEREES & IDENTITY

You must include a recent passport size photograph of yourself with your application. You must write your name and date of birth on the back of the photograph and this should then be glued or pasted into the space provided on the application form. The photograph must show the whole of the front of your face in reasonable light. It should not show your face wholly or partly concealed by your hair (beards, sideburns and moustaches excepted) or by a scarf or traditional dress. It should not show you wearing dark glasses or a hat, hood, cap or scarf.

Your application must be endorsed by two referees.

One referee should be a person of any nationality who has professional standing, such as a minister of religion, civil servant or a member of a professional body, e.g. accountant or solicitor (but not representing you with this application). A list of acceptable professional persons can be found on our website.

The other referee must be the holder of a British citizen passport and either a professional person or over the age of 25.

Each referee should be:

- not related to you
- not related to the other referee
- not your solicitor or agent representing you with this application
- not employed by the Home Office

We will not accept a referee who has been convicted of an imprisonable offence during the last 10 years (unless that conviction can be disregarded in line with the table shown on page 17 of the Booklet AN)

If you are living abroad and do not know a British citizen who is qualified to act as one of your referees, a Commonwealth citizen or citizen of the country in which you are residing may complete and sign the form, provided he/she has professional standing in that country, has known you for three years and the Consul considers his/her signature to be acceptable.

Checks may be carried out to ensure that the referees do not have unspent convictions and are qualified to act for you and that their signatures are genuine. It is a criminal offence to provide false information knowingly or recklessly punishable with up to 3 months imprisonment or by a fine not exceeding £5,000 or both under section 46(1) of the British Nationality Act 1981.

Once you have two referees and they have completed Section 5 you should recheck the information you have provided and go to Section 6.

SECTION 6: BIOMETRIC ENROLMENT

As part of your application, you are required to enrol your biometric details for the purpose of identity verification. You must complete the biometric enrolment section of the application form. You will then be issued with an enrolment letter, instructing you to make an appointment at a designated Post Office to have your biometric details recorded.

You will be charged an additional handling fee for this service, payable to the Post Office Ltd. You must pay the fee by cash or debit card when you attend your biometric enrolment appointment.

Do not send the biometric enrolment fee with your application fee.

Your application may be rejected as invalid if you do not enrol your biometrics when requested. For more information about enrolling biometrics and the current fee, please visit the following section of our website: www.gov.uk/biometric-residence-permits.

If you have previously enrolled your biometric details and been issued with a biometric residence permit, you must include this with your application.

You will not be issued with a new biometric permit, but your current biometric permit will be returned to you, and your fingerprint details will be retained until we are notified that you have attended your citizenship ceremony.

SECTION 7: DECLARATION BY APPLICANT

Read this section carefully before inserting your name clearly in box 7.1 and ticking each box at 7.2 – 7.7 to confirm the points raised.

If you meet the requirements described in this Guide and the Booklet AN sign and date the form in the box below 7.9. You are advised to read this guide as well as the Booklet AN carefully to ensure that you do satisfy all the requirements.

If you do not meet the requirements but think the Home Secretary should exercise discretion in your favour you should provide in section 7.8 the special circumstances in your case. If your special circumstances are not accepted your application will be refused and your fee will not be fully refunded.

Applications that fail generally do so because

- applicants do not tell us about offences and convictions, or
- the residence requirements have not been satisfied, or
- applicants are former asylum seekers whose applications and appeals were refused and they were, therefore, in breach of the immigration laws during any part of the residential qualifying period.

If you are applying on the grounds of five years residence and have spent more than 450 days outside the UK in the five year period prior to your application being received or you have not had indefinite leave to remain in the UK for twelve months you should give the reasons at section 6.8 of the application form as to why you feel discretion should be exercised in your favour to waive these requirements. This does not guarantee a successful application. Your application will be refused if we do not accept that your reasons justify disregarding this requirement.

Likewise, if you are applying on the grounds of marriage or civil partnership to a British citizen and you spent more than 270 days outside the UK in the three years prior to your application being received, provide reasons at section 7.8.

You must sign the form yourself. If you cannot sign the form you must make a mark or a fingerprint and ask one of your referees to sign saying that it is your mark or fingerprint. If the applicant is not of sound mind and you are acting on his or her behalf, you should sign to indicate your responsibility for the accuracy and completeness of the information provided. You must support this by explaining, in a covering letter, who you are and why the applicant cannot act on their own behalf. Confirmation from the applicant's medical practitioner or consultant should also be provided.

If the declaration in section 7 of the form is not completed, the application will be invalid.

3: WHAT WILL YOU NEED TO SEND WITH THE FORM?

This section tells you the sort of documents you will need to send for us to consider your application. We cannot consider your application unless we have supporting documents. If you do not submit your application with supporting documents and the correct fee then the application will be returned to you unprocessed. You should indicate in the space provided on the back of the application form what documents you have supplied and why.

ALL APPLICATIONS FOR NATURALISATION AS A BRITISH CITIZEN

The Fee

The fee must be sent with the application form. Details of the current fee are available on our website at <https://www.gov.uk/government/publications/fees-for-citizenship-applications>

NB. If you do not send the correct fee, the application will be invalid.

Evidence of identity

- *Your passport OR
- *National identity card OR

- *Home Office travel document OR
- *Home Office entitlement card OR
- *Your biometric residence permit OR
- *Home Office ARC letter OR
- Your birth certificate OR
- *Your photo driving licence OR
- A bank, building society or credit card statement issued to you within the last 6 months

* if you used one of these documents when you took the Knowledge of Life in the UK test you will be expected to use it again by enclosing it with your naturalisation application.

See page 4 for information about the Nationality Checking Service.

Evidence of knowledge of Language and of Life in the UK

From 12th November 2015, we will only accept English language qualifications from the Home Office approved list of acceptable qualifications.

- Letter confirming success in the Life in the UK Test, stamped and signed by the Test Supervisor; and either
- a Home Office approved qualification in English at B1 CEFR or higher, from the Secure English Language Test list. You should ensure that you state the test number at section 1.23 of the form);
- confirmation that you met the English language requirement, on or after 28th October 2013, in order to obtain settlement OR
- Your original degree certificate and one of the following:
 1. A print out from the points-based calculator, with the equivalent level of your degree and the level of English
 2. An English language Assessment (ELA) from UK NARIC (this will also show us that UK NARIC are content that your qualification is equivalent to a UK degree)
 3. A Statement of Comparability (SoC) from UK NARIC confirming your qualification is comparable to a UK degree, plus an official letter from your university with your name, the title of the degree, and that the qualification was taught in English.
 4. An original and official certificate from your university confirming the degree was taught or researched in a majority English-speaking country (except Canada), plus an original letter or certificate from UK NARIC confirming that the equivalent level of your degree, OR
 - Your passport showing that you are a national of a majority English speaking country

If you wish to rely on knowledge of Welsh or Scottish Gaelic you should indicate this in a covering letter.

If you seek exemption from this requirement on the grounds of age or poor physical and/or mental health you should indicate this by ticking the box 1.22 at section 1 on the application form. If you wish to apply for exemption on grounds of poor mental health you should provide evidence from your doctor that this is not a temporary condition.

Further guidance can be found in the Booklet AN as well as in the Nationality case working instructions available on our website at

<https://www.gov.uk/government/publications/application-to-naturalise-as-a-british-citizen-form-an>

APPLICATIONS MADE ON THE BASIS OF RESIDENCE IN THE UNITED KINGDOM

Evidence of lawful residence during the 5 (or, if the applicant is married to or in civil partnership to a British citizen, 3) years before the date of the application

- Your passports OR say why you are unable to provide one on page 24 and supply
- Letters from employers, educational establishments or other Government Departments indicating the applicant's presence in the United Kingdom during the relevant period

If your passport is not stamped when you come into the United Kingdom for example because you have a right of abode in the United Kingdom or you are a national of the "Turkish Republic of Northern Cyprus" or Taiwan, you should send your passport and also provide alternative evidence of residence as above. If you are an EEA national you should additionally provide the information listed below.

Evidence of UK armed forces service

If you were in the UK armed forces and want us to overlook some of the residence requirements on that basis, you should send confirmation from your employer of your dates of service.

Evidence of freedom from immigration time restrictions

- Your passport showing permission to remain permanently in the UK OR
- The Home Office letter by which you were given permission to remain permanently in the UK
- If you came to the UK as an asylum seeker you should have evidence that you were not in the UK without permission between exhausting your appeal rights and being granted indefinite leave to remain.
- Evidence of being freely landed, if you did not receive specific permission because you were freely landed as a Commonwealth citizen before 1971 or arrived as a child on your parent's passport.

FOR APPLICANTS FROM SWITZERLAND OR THE EUROPEAN ECONOMIC AREA

Evidence of Nationality

- Your valid passport or valid EEA national identity card as evidence of your nationality.

Evidence that you are considered permanently resident in the UK

- A document certifying permanent residence or a permanent residence card issued by the Home Office.

Further information on how to apply for a document certifying permanent residence or a permanent residence card, along with the current fee for such documents can be found on our website at <https://www.gov.uk/apply-for-a-uk-residence-card>.

APPLICATIONS MADE ON THE BASIS OF MARRIAGE OR CIVIL PARTNERSHIP TO A BRITISH CITIZEN

Evidence of British citizenship

- Your spouse's or civil partner's current passport or naturalisation/registration certificate showing that he/she is a British citizen. If you are making your application by post you can send a complete and full copy of your spouse's or civil partner's current passport. Every page of the passport must be copied including any blank pages AND
- The marriage certificate or civil partnership certificate.

SELF-EMPLOYED APPLICANTS

If you do not pay tax through Pay As You Earn (PAYE) arrangements, we require

- The most recent HM Revenue & Customs Self Assessment Statement of Account

APPLICATIONS MADE ON THE BASIS OF CROWN SERVICE OR ON THE BASIS OF MARRIAGE/CIVIL PARTNERSHIP TO A BRITISH CITIZEN IN CROWN OR DESIGNATED SERVICE

A letter from the relevant employer confirming date and place of recruitment, position held, and the extent to which it would be in the employer's interests for the application to be granted

WHERE AN APPLICATION IS ACCOMPANIED BY FORMS MN1 IN RESPECT OF YOUR CHILDREN WE REQUIRE THE FOLLOWING DOCUMENTS FOR THEM.

Each child's full birth certificate AND

- each child's passport of entry to the UK, and any subsequent passports AND
- the parents' marriage certificate or civil partnership certificate Please note – only include children who are not already British

- if one of the parents does not agree to registration, a letter explaining their reasons.
- and any other documents as specified by the Guide MN1.

4: WHERE TO SEND YOUR APPLICATION FORM

Once you have completed and signed the application form and enclosed the documents, you must arrange to pay the correct fee. If you are paying by debit/credit card you should complete the payment slip attached to the fee leaflet. If you are paying by cheque you should ensure that funds are available in your account. Only cheques issued in sterling and drawn from a bank which has a UK based presence will be accepted. Those applying from overseas who wish to pay by cheque should therefore ensure that the issuing bank has a branch in the UK where the cheque can be cashed. Cash, transcash or postal orders are not accepted.

If your fee is paid through an account which belongs to someone else, please give their details in the space provided on the payment slip attached to the fee leaflet in case it is necessary to refund all or part of the fee.

If you are currently in England, Scotland, Wales or Northern Ireland send the form with the fee and supporting documents to:

Department 1
UKVI
The Capital
New Hall Place
Liverpool
L3 9PP

From 12th November 2015 applicants applying from Hong Kong should send applications to the above address.

If you are currently in the Channel Islands or the Isle of Man you should send them to the Lieutenant Governor.

If you are currently in a British overseas territory you should send them to the Governor.

If you are elsewhere, including in a Commonwealth country, you should send them to:

Department 1
UKVI
The Capital
New Hall Place
Liverpool
L3 9PP

Applications on grounds of Crown service should normally be made to the relevant office mentioned above through the Government Department concerned.

You must submit your application as explained above. The date of application will be the date your form is received by the Home Office, Nationality Checking Service or the local British government representative as shown above. It is not the date on which you send it.

PLEASE NOTE: If you require your valuable documents to be returned by secure post you should enclose a pre-paid self-addressed Royal Mail Special Delivery (or Recorded Signed For delivery) envelope with your application. The pre-paid self addressed envelope should be sufficient to accommodate the size and weight of your documents and be insured to the appropriate level for the value of your documents. If this is not enclosed your documents will be returned to you using Royal Mail 2nd class post.

Please consult Royal Mail's website at www.royalmail.com for further information

5: WHAT HAPPENS NEXT?

It is important that you take care in completing the form and in making sure that you satisfy the requirements for naturalisation. You also need to make sure that you have paid the correct fee (see the fees leaflet). If you pay by cheque you should ensure that you have sufficient funds available. Only cheques issued in sterling and drawn from a bank which has a UK based presence will be accepted. Those applying from overseas who wish to pay by cheque should therefore ensure that the issuing bank has a branch in the UK where the cheque can be cashed. We will also accept credit/debit card payment. Cash, transcash or postal orders cannot be accepted. **If you do not pay the correct fee your application will be returned to you unprocessed.**

WHAT YOU CAN EXPECT FROM US

Once we have received your application form we will create a computer file to track and process your application. Your application will be acknowledged. During busy times this may take up to 2-4 weeks.

We will check your application against the documents you have sent in and make a number of enquiries. The documents may be checked to ensure their authenticity. If you provide forged or fraudulently obtained documents you may be investigated under section 46 of the British Nationality Act 1981. We will press for prosecution which may include up to 3 months imprisonment or a fine not exceeding £5,000 or both.

If we need more documents we will write and ask you for them. We will give you three weeks to respond. If you do not respond within the time we allow you, then we will decide your application on the information we already have, but there is a risk

that your application will not succeed. We will try to complete our enquiries quickly, usually within six months, but sometimes it takes longer.

We undertake to process your application quickly and in accordance with the law and agreed policy and procedures. We will deal with any enquiries courteously and promptly. **You must keep us informed of any changing circumstances including change of address or agent.**

You may be asked to attend an interview conducted on behalf of the Home Office by the police or other representative. If so, arrangements will be made with you about the interview, which may be at your home. You may be asked to give more details about your application. The person interviewing you will expect you to talk without an interpreter.

If your application is unsuccessful we will write and tell you why. Although there is no legal right of appeal or review we will consider representations if you consider that a decision to refuse your application was not soundly based on nationality law or prevailing policy and procedure as described in this guide or in any other communication you have received from us or on our website at <https://www.gov.uk/becoming-a-british-citizen>.

An application for us to reconsider a refused application should be made on Form NR: <https://www.gov.uk/government/publications/application-for-review-when-british-citizenship-is-refused-form-nr>.

On the form you must explain why you think we have not correctly applied the law and policy in your case. We will respond either by confirming that law and policy had been correctly applied or by answering particular points you raise concerning the way that law and policy were applied.

We strive to provide a first rate service, but occasionally difficulties arise that prevent us from dealing with applications to our usual high standards. In the unlikely event that you wish to complain, details of how to make a complaint are given on page 27.

WAITING TIMES

While we try to deal with cases quickly this cannot be guaranteed and we cannot naturalise you until we are satisfied that all the requirements have been met.

Information on average waiting times can be found on the website at <https://www.gov.uk/becoming-a-british-citizen/after-youve-applied>.

The length of time you will have to wait for your application to be decided will not affect your existing rights in the UK.

DEPRIVATION OF CITIZENSHIP

You may be deprived of British citizenship if it is found to have been obtained by fraud, false representation or the concealment of any material fact. The Home Secretary may also deprive you of British citizenship if, in their opinion, it would be in the public interest to do so and you would not thereby be made stateless.

Ministers suggested during the passage of the Immigration, Asylum and Nationality Act 2006 that deprivation may be appropriate where the person-

- has encouraged or assisted others to commit acts of terrorism;
- has committed war crimes, public order offences or other serious crime; or
- has carried out acts seriously prejudicial to vital national interests, including espionage and acts of terrorism directed at the United Kingdom or an allied power.

A certificate of naturalisation may, as a matter of law, be ineffective from the outset if it is obtained by means of impersonation.

WHAT WE EXPECT FROM YOU

Applications are considered quickly – usually within six months of receipt. We expect you to make appropriate arrangements to ensure that you can respond to our enquiries or requests for documents within the period we allow.

While the application is under consideration we expect you to tell us about anything which alters the information you have given us. This will include changes of marital or civil partnership status or home address or agents acting on your behalf. It also includes police investigation or anything that may result in charges or indictment.

We also expect to be treated politely and with respect by you and any agent acting on your behalf. Good character includes your attitude to officials.

If your application is successful and you are living in the UK, you will be invited to attend a citizenship ceremony. You will receive an invitation letter from the Home Office and this will confirm the local authority you should contact to arrange your ceremony. We expect you to arrange to attend a ceremony within 3 months of receiving your invitation otherwise it will expire and you will have to reapply for naturalisation and pay a further processing fee.

If you're living abroad, your citizenship ceremony will take place at the embassy or consulate in the country you're living in.

6: CITIZENSHIP CEREMONIES - WHAT DO YOU HAVE TO DO?

At the ceremony you will be asked to affirm or swear an oath of allegiance to Her Majesty the Queen and to pledge your loyalty to the UK. Following this you will be presented with your certificate of naturalisation as a British citizen.

You must make immediate contact with the local authority, as you only have 90 days in which to attend the ceremony. The date by which you must attend your ceremony will be given in your Home Office citizenship ceremony invitation letter. If you do not attend the ceremony within 90 days without good reason, your application for citizenship will be refused and you will need to re-apply.

Making the Oath (or Affirmation) and Pledge at a citizenship ceremony is a legal requirement, and the point at which you will become a British citizen. You are, therefore expected to attend a ceremony. If you have special needs or concerns about saying the Oath (or Affirmation) and Pledge in English, you should bring these to the attention of the local authority once you have your invitation letter.

When you make contact with the local authority you will be asked a number of questions to establish your identity. Checks may be made to confirm both your identity and how you satisfied the requirement to have knowledge of a relevant language.

The ceremony may be delayed and the invitation cancelled if it is clear that you do not have sufficient knowledge of a relevant language and you have not been exempted from this requirement.

WILL YOU UNDERSTAND THE CEREMONY?

If you cannot speak enough English to understand what will be said to you at the ceremony because you have been exempted from the knowledge of English requirement, you must explain this when you contact the local authority to arrange your ceremony. Failure to do so may result in your ceremony being delayed. You will be expected to take someone with you to interpret. During the ceremony you will be asked to repeat the words of the oath (or affirmation) and pledge in English. You are advised to practice saying these words before you attend.

If you met the knowledge of language and life in the UK requirement you will be expected to undergo the citizenship ceremony unsupported. You may, however, take guests with you by arrangement with the local authority.

The Registrar may report to the Home Office if there are doubts about how you satisfied the language requirement. These will be investigated and may lead to your citizenship being removed (deprivation) if it is evident that you have practised deception by getting someone else to impersonate you at a test centre or ceremony. You and the impostor will be liable for prosecution under section 46(1) of the British Nationality Act 1981 leading to a fine of up to £5,000 or 3 months imprisonment or both. This may lead to deportation.

Ceremonies are arranged locally and reflect the particular community to which you now belong. You will meet a local dignitary or celebrity and be told something about the area and what can be expected of you as a British citizen.

Provision has been made by order under the Welsh Language Act 1993 for prospective British citizens making the citizenship Oath (or Affirmation) and pledge in Wales to do so in the Welsh language. The Citizenship Oath and Pledge (Welsh Language) Order 2007 contains the approved translations and came into force on 1 June 2007.

7: AND FINALLY

We hope that this guide has helped you to prepare and successfully apply for British citizenship. If you have found it useful and our staff helpful, or if you had an enjoyable citizenship ceremony, or if you have found our service unsatisfactory or do not understand the outcome, why not tell us? You should email us in the first instance to: NationalityEnquiries@homeoffice.gsi.gov.uk

If you remain unhappy with the service provided by Nationality Group, you may wish to complain by writing to:

UKVI
Box 99
Manchester Airport
M90 3WW