



UK Visas and
Immigration

Request to change Humanitarian Protection status to refugee status

This form is only for people resettled under the Vulnerable Persons Resettlement Scheme or the Vulnerable Children's Resettlement Scheme

Please read the following information before completing this request form

Who can use this form

Use this form if you wish to change your status in the UK from Humanitarian Protection to refugee status.

You cannot use this form to change the length of your leave nor to change any of the biographic details on your Home Office documents.

Each person applying, including any dependants, must use a separate request form.

You can only use this form if you have been resettled under one of the following resettlement schemes:

- Vulnerable Persons Resettlement Scheme (VPRS)
- Vulnerable Children's Resettlement Scheme (VCRS)



Do not use this form for any children born in the United Kingdom to people who arrived under one of the above

In the above circumstances, a letter requesting that the UK-born child be granted either Leave to Remain or refugee status in line with their parent(s), should be sent to the address below.

Requests for UK-born children must be sent **after** parents have completed their change of status.

The letter must confirm the nationality of the child and their home address. It must also include:

- the UK-born child's original long birth certificate
- the UK-born child's Biometric Residence Permit (BRP) and Home Office Travel Document (if held)
- evidence of their parents' UK status; and
- 2 passport photographs

The request letter and documents should be sent to:

Home Office
Grant in Line Admin Team
7th Floor
Capital Building
LIVERPOOL
L3 9PP

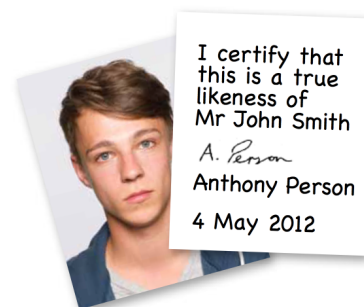
We will check your details with the police and other government departments to make sure that you are eligible to be granted refugee status under the Immigration Rules.

You must send us your Biometric Residence Permit (BRP) with this request before we can consider changing your status. Please take a photocopy of your BRP before you send it to us with your completed form.

If we decide to grant refugee status, and you have already been issued with a Certificate of Travel, we will normally replace this with a 1951 UN Convention Travel Document and refund you the difference between the cost of the two documents. **You must send us your Certificate of Travel if you have one and any national passport you hold with this request. We will not return these documents to you.**

If you are sending us a Certificate of Travel, you must also enclose two identical colour photographs of yourself against a cream/light grey background. The photographs must have been taken within the last month as specified in the separate [passport photo guidance](#).

You must make sure one of the photographs is certified by a professional person using the following wording: “I certify that this is a true likeness of (your name)”, followed by their signature, name and date.



Only one of the professional people specified below can certify photographs:

- Immigration Adviser regulated by the Office of the Immigration Service Commissioner at level 1 or above
- Adviser accredited under the Immigration and Asylum Accreditation Scheme at probationer level or above
- Bank Manager, Doctor, Magistrate, Minister of Religion, Police Officer
- Prison Officer, Probation Officer, Social Worker, Solicitor, Teacher

If we do grant you refugee status and you have not been issued with a Certificate of Travel but you are in possession of a national passport, **you will no longer be able to use that passport to travel as this could affect your refugee status.**

If granted refugee status and you do not have a Certificate of Travel, you may apply separately for 1951 United Nations Convention Travel Document using application form TD112(BRP) which can be found on www.gov.uk

Posting this request form to us

The address to which you must send this request form is:

Refugee Leave Requests
5th Floor, Lunar House
40 Wellesley Road
CROYDON, CR9 2BY

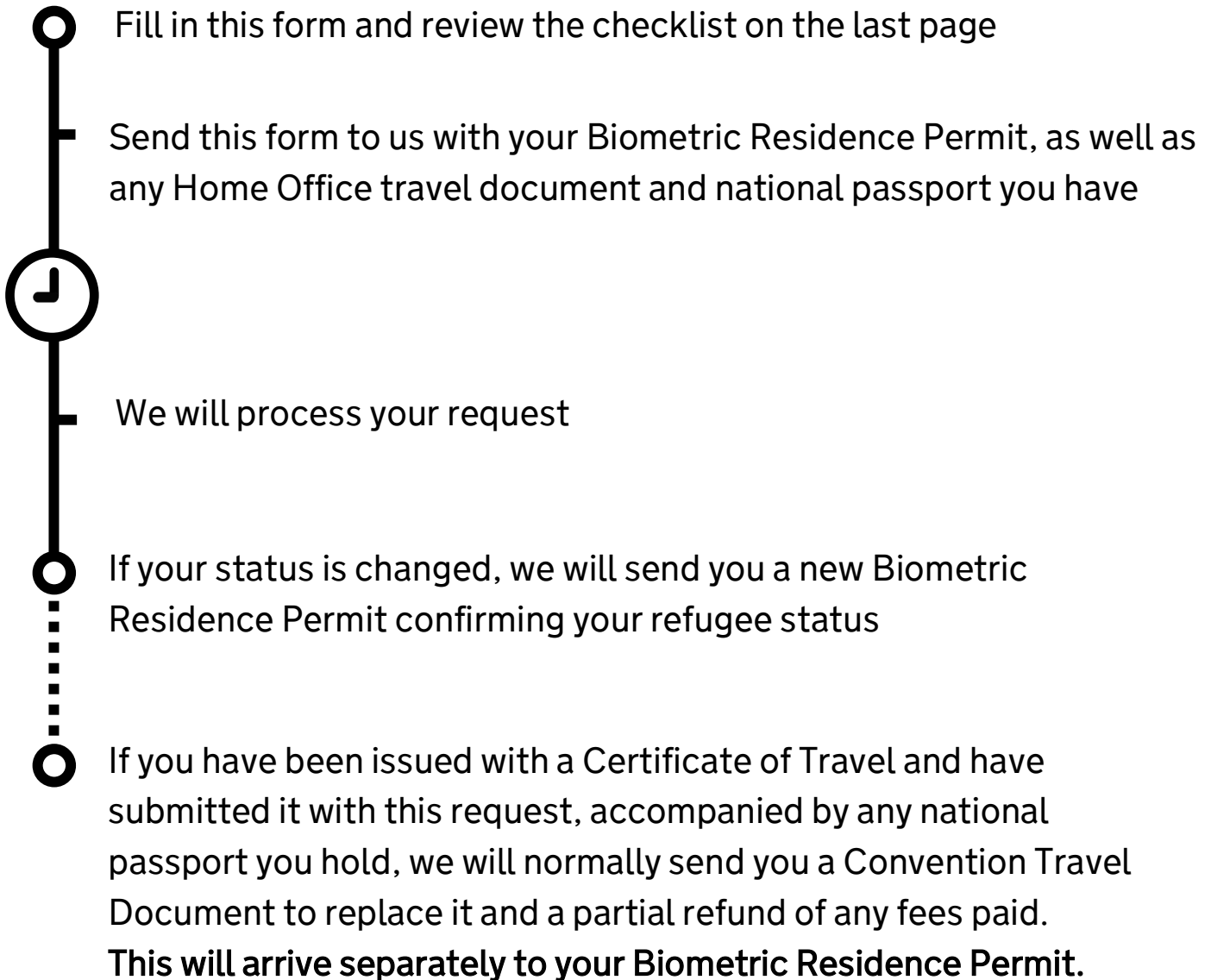
Posting it to any other address will delay your request.

This address is only to be used when sending your request form, BRP and travel documents and is not for any other correspondence. Using a Royal Mail Signed For or Special Delivery service will help us to track your request. Make sure that you keep the tracking reference number.

Glossary

Biometric residence permit (BRP)	The photographic card we sent to you when you arrived in the UK which proves your right to stay in the UK. This should show your current personal details and details of your status in the United Kingdom
Certificate of Travel (CoT)	The travel document issued by the Home Office to certain people who are not refugees (or stateless persons) which allows the holder to travel outside of the UK
UN 1951 Convention Travel Document	The travel document issued by the Home Office to refugees which allows the holder to travel outside of the UK

Process



Requestor's details

1.6 Home Office or Biometric Residence Permit (BRP) reference number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.7 Your VPR, RVC or UNHCR reference (if you know it)

VPR and RVC references look like VPR000 and RVC000

UNHCR references look like 000-12A00000

1.8 Title (please ✓ tick one)

Mr Mrs Miss Ms Other

1.9 If 'Other', your title:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.10 Date of birth

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

1.11 Gender (please ✓ tick one)

Male Female

1.12 Surname or family name

1.13 First name(s)



You must answer questions 2.7 to 2.12 below even if you have answered 'No' to question 2.1.

2.7 Have you ever been arrested and charged in any country with any criminal offence and are awaiting, or are currently on, trial?

(please ✓ tick one)

Yes No

2.8 In times of either peace or war, have you ever been involved, or suspected of involvement, in: war crimes; crimes against humanity; or genocide? (please ✓ tick one)

Yes No

2.9 Have you ever been involved in, supported, or encouraged terrorist activities in any country? (please ✓ tick one)

Yes No

2.10 Have you ever been a member of, or given support to, an organisation which has been concerned with terrorism? (please ✓ tick one)

Yes No

2.11 Have you by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts? (please ✓ tick one)

Yes No

2.12 Have you ever engaged in any activities which might indicate that you may not be considered to be a person of good character?

(please ✓ tick one)

Yes No

If you have answered 'Yes' to any of the questions in Section 2, you must give further details a separate sheet and enclose it with this form.

Definitions

For the purposes of answering questions 2.1 to 2.12, 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.legislation.gov.uk/ukpga/2001/17/schedule/8 or purchased from The Stationery Office (telephone +44 (0) 870 600 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 dependants who are applying with you.

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 may 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.

Genocide

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

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 3

Your passports, travel or identity documents

3.1 Please give details of any of the listed documents you hold. These documents must be submitted with your request and must be originals. You may wish to keep copies for your records. **Failure to provide these original documents will delay your request and may result in its rejection.** These documents must also be provided for children under the age of 16.

If any of the documents listed below have been lost or stolen, you must provide an explanation of how and when this occurred.

- Biometric Residence Permit
- Current or expired Home Office Travel Document
- National passports or other travel documents issued outside the United Kingdom
- European Uniform Format Forms (UFF) on which visas are affixed
- Leave to remain status letters

Type of document	Document number	Place and country where document was issued	Issue date	Expiry date

Section 4

Individuals aged 17 or under

For individuals aged 17 or under: the parent, legal guardian, or other person (or body) with parental responsibility for the individual must give the necessary consent by completing 4.1 onwards

For individuals aged 16 or 17 with no parent or other person (or body) with parental responsibility: only 4.3 has to be completed but an explanation for the absence of anyone to give consent must be provided in a letter with this form

4.1 Relationship to the requestor (please ✓ tick one)

Father Mother Legal guardian Other

4.2 If 'Other', relationship to the requestor

4.3 Has the custody of the requestor ever been made the subject of a court order or direction, or any other formal or informal agreement prohibiting their removal from the UK? If 'yes', please give details in a letter or other document and enclose it and any custody papers with your request (please ✓ tick one)

Yes No

4.4 I consent to this request for a travel document and to the individual travelling abroad (please ✓ tick)

If the individual is a ward of court, consent must be given by an appropriate official of the court

I consent

Section 5

Declaration

If you are aged 16 or over: you must read and sign the declaration below

If you are under the age of 16: your parent, guardian or other person (or body) with legal responsibility for you must sign on your behalf

I confirm that:

- I am present in the United Kingdom
- the information I have given in this form is complete and is true to the best of my knowledge
- the photographs submitted with this form are a true likeness of myself
- I have read and understood the UK Visas and Immigration photograph guidance
- apart from any document(s) mentioned in **section 3** of the request form, I do not have any other passport(s), travel document(s) or ID card(s)
- I have not taken up residence in any other country which would allow me to apply for a travel document from the authorities of that country
- if, before this request is decided, there is a material change in my circumstances or new information relevant to this request 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
- 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

- if such bodies provide the Home Office with any information about me which may be relevant for immigration purposes, it may be used in reaching a decision on my request
- my details may in certain circumstances be passed to fraud prevention agencies to prevent and detect fraud and money laundering
- such agencies may provide the Home Office with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the Home Office website
- documents provided in support of this request will be checked for authenticity; and that false documents will be retained and may result in my request being refused and in my prosecution or other action
- the Home Office may also use the information provided by me for training purposes
- it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to seek to obtain leave to remain in the United Kingdom by means which include deception
- if I am informing the Home Office that I have changed my gender, these details may in certain circumstances be shared with other Home Office colleagues. I consent to this, where necessary and understand that this information will only be shared in limited circumstances relating to identity and security in line with Section 22 of the Gender Recognition Act. I am aware they will otherwise be treated in confidence and that my rights under the Equality Act 2010, Data Protection Act 2018 and Article 8 of the European Convention on Human Rights will be unaffected
- the Home Office will use the personal information I provide to consider my request and may share my information with other public

and private sector organisations in the UK and overseas. For more detail, please see the Privacy Notice for the Borders, Immigration and Citizenship system at

www.gov.uk/government/publications/personal-information-use-in-borders-immigration-and-citizenship, which also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

Signature

If you are under the age of 16: your parent, guardian or other person (or body) with legal responsibility for you must sign on your behalf

If you are 16 or over: your signature below will be scanned onto your travel document

Please sign and date below to confirm you have read and understand the declaration:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

 **Sign within border**
Signature must not touch or go beyond the black border

Section 6

Final checklist

You should use the checklist below to make sure that you send us all the information we need to consider your request.

We recommend that you send your request and documents to us using a tracked and insured delivery service, such as Royal Mail Special Delivery, as we cannot replace lost documents free of charge.



If you do not send us everything we need at the same time, your request will be delayed and may be rejected.

Checklist

Please ✓ tick each box that is relevant to your request

- Have you completed the correct request form?
- Have you completed separate request forms for each person applying?
- Have you completed all sections as required?
- Have you provided up-to-date, certified photographs (if required)?
- If you are unable to send us any of the documents specified in **Section 3** which are relevant to your request, or if you are unable to provide originals, have you given an explanation and said when you will be able to send them?
- Have you provided your passport (if you have one), Travel Document, Biometric Residence Permit and any other documents listed in **Section 3**?