



International Student Support

Lost or stolen BRP / Passport

Your passport and UK visa (printed vignette in your passport or Biometric Residence Permit) are very important documents – they are a form of identification, proof of your immigration permission to be in the UK and they allow you to travel in and out of the country. You may also be required to show them when you start a job, rent a property, open a bank account or apply for a driving licence.

If your passport containing your UK visa and/or your Biometric Residence permit are lost or stolen, there are **specific procedures you must follow** to get them replaced. These vary according to which documents have been lost/stolen and whether they went missing in the UK or overseas.

If you get a replacement passport or BRP, you must bring them to the Student Services Centre, level 0, Newton building as soon as possible so we can scan a copy of your documents. Students who are required to register with the police will also need to get their police registration certificate updated with their new passport/BRP details.

Please read the following guidance carefully. If you have any further questions, or require additional support, email the International Student Support Service (int.support@ntu.ac.uk).

1. Lost/stolen passport inside the UK

If you have misplaced your passport in the UK, and this passport contains your current UK visa, you need to follow these steps:

- **Report the loss** of your passport to the local police.
- Contact your embassy to **get a replacement passport** (a list of foreign embassies in the UK is available on the Foreign and Commonwealth Office website: <https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>)

This leaflet is produced by:

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- **If your passport contained a vignette with your current UK visa**, you will need to apply for a Transfer of Conditions of your visa after you have obtained a replacement passport. Your visa will be transferred onto a Biometric Residence Permit, but will carry the same conditions as your previous visa.

The current cost for a Transfer of Conditions application is **£161 for a standard application**.

More information about applying for a Transfer of Conditions can be found on the UK Visas and Immigration (UKVI) website: <https://www.gov.uk/biometric-residence-permits/replace-visa-brp>

The link to the online application form is available here:

<https://visas-immigration.service.gov.uk/product/biometric-residence-permit-replacement-service>

2. Lost/stolen passport outside the UK

If your passport containing your current UK visa is lost/stolen outside the UK:

- **Report the loss** of your passport to the local police, and obtain a police report.
- Contact your embassy (in the country where your passport was lost/stolen) to **get a replacement passport**.
- **If your passport contained a vignette with your current UK visa**, you must **make a vignette transfer application** to get a replacement UK visa printed inside your new passport. You will not normally need to provide evidence of maintenance funds or a new CAS number, but should provide evidence of your continuing studies (a letter from your Subject Administrator confirming that you are currently enrolled on a course at Nottingham Trent University). You will also be required to provide the police report (translated into English) detailing the loss of your passport.

You will need to complete an application online and select the following route:

<https://www.gov.uk/transfer-visa/transfer-to-passport>

Reason for visit: Other

Visa type: Others

Visa sub type: Vignette transfer

The current cost for a vignette transfer application outside the UK is **£154** payable in local currency.

To find out more about the visa application process in the country where you are planning to submit your application, including how to apply and the location of visa application centres, visit this website: <https://www.gov.uk/apply-uk-visa>

3. Lost/stolen BRP inside the UK

If you have misplaced your Biometric Residence Permit (visa ID card) whilst in the UK, you need to follow these steps:

- **Report the loss** to the local police and get a case reference number if possible (please note some Police forces do not issue reference numbers – this is not a compulsory requirement for the application).
- **Report your lost/stolen BRP to UKVI and apply for a replacement Biometric Residence Permit** within 3 months of losing the BRP using the online form below: <https://visas-immigration.service.gov.uk/product/biometric-residence-permit-replacement-service>

The current cost for a BRP replacement application is **£75.20**. **You can be fined up to £1,000 and made to leave the UK if you do not apply for a replacement within 3 months.**

After submitting the application online and paying the application fee, you will need to book and attend an appointment at a UK Visa and Citizenship Application Service point to enrol your biometric details and have your supporting documents checked: <https://www.ukvcas.co.uk/home-internal>

More information about applying for a replacement Biometric Residence Permit can be found on the UKVI website: <https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>

4. Lost/stolen BRP outside the UK

If your Biometric Residence Permit is lost/stolen outside the UK:

- **Report the loss** to the local police, and get a police report.
- **Report your lost/stolen BRP to UKVI by completing the online form below:** <https://www.biometric-residence-permit.service.gov.uk/lost-stolen/where>
- **Apply for a single entry replacement BRP visa** which you can use once to return to the UK: <https://www.visa4uk.fco.gov.uk/home/welcome> (**you will also have to apply for a replacement BRP card once you are back in the UK** – see section 3 above)

When selecting the visa type for the online application, select the following:

Reason for visit: Other

Visa type: Others

Visa sub type: Replacement Biometric Residence Permit

The current cost for the single entry replacement BRP application is **£154**, payable in local currency. Further information for students who lose their BRPs overseas can be found on the UKVI website: <https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>

To find out more about the visa application process in the country where you are planning to submit your application, including how to apply and the location of visa application centres, visit this website: <https://www.gov.uk/apply-uk-visa>

As part of your application, you must provide your passport and a police report (translated into English) as evidence that your BRP has been reported as lost or stolen.

- **Within 1 month of arriving back in the UK you must apply for a replacement Biometric Residence Permit** - Please refer to section 3 above for information about applying for a replacement BRP once you have returned to the UK.