



# Advice Guide: Lost, Stolen or Damaged BRP in the UK

If your BRP is lost, stolen or damaged you must report this to the Home Office and normally apply for a replacement.

If you do not do this within three months, you may be fined up to £1,000 and your visa may be curtailed. This may also affect future immigration applications.

This guide provides information about what you should do if your BRP has been lost, stolen or damaged **inside the UK**.

If your BRP has been lost, stolen or damaged **outside the UK** you should follow the information in the relevant guide here: <https://www.tees.ac.uk/sections/stud/international.cfm>

## 1. Report this to the police and request a Crime Reference Number:

You should do this as soon as possible.

The nearest Police Station to our main campus is:

*Middlesbrough District Headquarters, Bridge Street West, Middlesbrough, TS2 1AB.*

## 2. Report this to the University:

This can be done by email to the International Compliance Team:

LGSComplianceUKVI@tees.ac.uk

## 3. Apply for a BRP replacement:

### Documents required:

You should ensure you have the following documents to support your application:

- Passport
- Proof of address – acceptable documents include:
  - recent bank statement
  - recent council tax bill or utility bill
- Student enrolment letter (you can download this from your e-vision account)
- Police Registration Certificate (if this is a requirement of your current leave).
- You will also need to download and complete the UKVI Consent Form (as necessary) which you will find part way through the application.





Application form: <https://www.gov.uk/biometric-residence-permits/lost-stolendamaged>.

Cost: £75.20 (Standard Service)

You must complete this process within 3 months of the card being lost, stolen or damaged. Your current BRP will be cancelled during this process.

#### **4. Submit your biometric data**

Upon submission of the BRP replacement application you will be asked to set up your UKVCAS account where you can upload your application supporting documents and complete your biometric enrolment.

Biometric enrolment can be completed either via the IDV app or by attending an in-person appointment at a UKVCAS Service Point. You will be notified by UKVCAS if you can complete the process of biometric enrolment via the IDV app. Alternatively, you may be required to attend a biometric enrolment appointment at a UKVCAS Service Point, you will be notified by UKVCAS. Please note, there may be an additional charge for this.

You must complete all required processes within the given timescales or your application may be rejected.

#### **5. New BRP:**

If your BRP replacement application is successful, please send a copy of your new BRP to the LGS UKVI Compliance Team: [LGSComplianceUKVI@tees.ac.uk](mailto:LGSComplianceUKVI@tees.ac.uk).

#### **International Advice Service**

If you require further assistance, please contact the International Advice Service: [International@tees.ac.uk](mailto:International@tees.ac.uk).

#### **If your BRP is valid for less than 3 months:**

You do not need to apply for a replacement BRP, unless you are leaving and re-entering the UK during this period. However, you must still report the loss to the UKVI: <https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>

