



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:

International.Compliance@tees.ac.uk

You should also request a Student Enrolment Letter (which includes your current term time address) to include in your replacement BRP application.

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
- Police Registration Certificate (if this is a requirement of your current leave).





- You will also need to download and complete the 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 register your UKVCAS account where you can upload your supporting documents and arrange your biometric enrolment.

You should click the UKVCAS link to register your account and upload your supporting documents (as above) and follow the instructions provided to complete the biometric enrolment process.

If you are required to attend an appointment at a UKVCAS Service Point, 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 University's International Compliance Team: International.Compliance@tees.ac.uk

International Advice Service

If you require further assistance, please contact the International Advice Service: 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>

