



# Advice Guide: Lost, Stolen or Damaged BRP outside 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 **outside the UK**.

If your BRP has been lost, stolen or damaged **inside 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 local police and request a Crime Reference Number:**

**2. Report this to the Home Office:**

<https://www.biometric-residence-permit.service.gov.uk/lost-stolen>

**3. Report this to the University.**

Email the International Compliance Team ([International.Compliance@tees.ac.uk](mailto:International.Compliance@tees.ac.uk)).

You should include a copy of the formal receipt of your report to the Home Office and request a Student Enrolment Letter (which includes your current term time address) to include in your replacement BRP visa application.

It is also important to consider if you need to speak to your academic school to discuss options for any study that you may miss as a result of this.

**4. Apply for a Replacement BRP visa:**

You cannot apply for a replacement BRP from outside the UK. Instead, you will need to apply for a 'replacement BRP visa', which lets you re-enter the UK once only.

<https://visas-immigration.service.gov.uk/country-selection> (current charge £154).

If you are in North Korea you must use [form VAF2](#) instead.

**5. Keep the University updated.**

Send a copy of your temporary visa to [International.Compliance@tees.ac.uk](mailto:International.Compliance@tees.ac.uk) and inform them of the intended dates of your return to the UK.





Please also remember to keep your academic school updated as necessary.

## 6. Apply for a BRP replacement when you return to the UK:

You must apply for the BRP replacement within one month of returning to the UK.

### 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)

## 7. Submit your biometric data

Upon submission of the BRP replacement application you will be asked to register your UKVCAS account to provide your supporting documents and arrange 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.

## 8. 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](mailto:International.Compliance@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).

