



# 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 LGS UKVI Compliance Team: [LGSComplianceUKVI@tees.ac.uk](mailto:LGSComplianceUKVI@tees.ac.uk).

**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 and inform them of the intended dates of your return to the UK. Email the LGS UKVI Compliance Team: [LGSComplianceUKVI@tees.ac.uk](mailto:LGSComplianceUKVI@tees.ac.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 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)

### **7. 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.

### **8. 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).

