

# A self-help guide on applying for Citizenship for a child who was born in the UK and is now 10 years or above.

This guide is designed to help you make an application for citizenship without the help of a lawyer. A child applying on this 10 year basis is applying by entitlement. This means they have the right to be British and the application should be successful. The application is not very difficult and many other people have done it already. In some cases you may need legal advice\* but in most cases you can do it yourself.

This guide will:

- Give you a checklist of what you need
- Explain the most important parts in detail
- Give you tips from a seasoned professional on filling the form

\*If your child has any criminal convictions or other issues that could be interpreted as them 'not being of good character' you are advised to seek advice from a properly qualified lawyer or solicitor. Unfortunately Legal Aid is not available so you would have to pay for this, but criminal convictions are a real problem when it comes to citizenship. A good lawyer will help you work out whether it is ok to apply now, or how long to wait.

This guide should be used only after you have checked that your child is eligible by using the checklist on [www.pathtopapers.com](http://www.pathtopapers.com).

This website will ask you five simple questions completely anonymously and the answers will confirm whether or not your child has a claim to citizenship.

## Checklist: what you need (see next page for more detailed explanations)

- The child's long birth certificate (the one with parents' names on it)
- Proof that the child has been here for the first 10 years of life
- The correct Home Office fee
- The correct application form
- The fee leaflet
- A recent passport photograph
- Two suitable referees

What you don't need to worry about:

- x** Your immigration status. For this application it does not matter.



## **Proof that the child has been in the UK for the first 10 years of life:**

- ✓ It is a good idea to enclose the Red Book because this will give a record of your child's first few years through weighing and measuring and immunisations.
- ✓ Any doctor's or hospital letters are helpful. Don't ask your GP for a letter confirming your child was registered at the practice unless you are really stuck, as GPs charge between £15-25 for this.
- ✓ School reports, certificates and attendance records are very helpful and they need to be right from Reception onwards. Schools may be willing to provide a letter saying from when to when your child was registered and attending.
- ✓ In some cases there may also be things like social work reports.
- ✓ As long as they are official and original documents they are likely to be helpful. All letters need to be originals, signed and dated.
- ✓ You don't need all of the above, as long as there is something to cover every year of life – this can be the red book if the immunisation record is complete, plus a letter from school showing the child was registered from reception until the age of 10 or beyond. More evidence is better.

## The correct fee

The fee changes every year but from 18 March 2016 it will be £936. The fee leaflet you will need is here: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/507609/Master\\_Fees\\_Leaflet\\_2016\\_03\\_08\\_v0\\_3.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/507609/Master_Fees_Leaflet_2016_03_08_v0_3.pdf)

It gives you the cost for all applications and the back page is the fee leaflet that you need to fill in with card details or details of the cheque you are sending. You cannot send cash. Make sure the money is in your account, because the Home Office will take your money first and reject your application if the payment bounces. That means they will send everything back and you will have to resend it. It is possible for someone else to pay for the application with their card or cheque. Just make sure they understand how important it is that the money is available and the payment does not bounce.

You also need to set aside some money to take your child to have their biometrics enrolled. This means you will have to take your child to the nearest participating Post Office (note: none in Coventry) to have their photos and fingerprints taken and electronically sent to the Home Office. The Home Office will send you a special letter to take. It will cost a further £19.20.

## The correct form

If the child is born here and is now ten you have to use Form T. You can find it here: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/417583/t\\_form\\_mar\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417583/t_form_mar_2015.pdf). We do not enclose the paper form because it gets updated often and then the old one is not valid. If you let a long time pass between printing and sending the form, check online that it has not changed before sending. Always read the guidance notes first: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484688/T\\_Guide\\_Dec\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484688/T_Guide_Dec_2015.pdf)

## The referees

The job of your referees is to confirm your child's identity by filling in the referee part of the form. Please make sure you use suitable referees. One referee needs to be a professional working with the child such as a teacher, health visitor, social worker, doctor or minister of religion. They do not have to be British. The other referee can be a friend, but must normally be British plus either a professional or over 25. You cannot use a family member or a solicitor acting for you. Referees should not have any criminal convictions. It's best to only ask your doctor if you cannot find anyone else, because he or she will probably charge about £15-25 to do it.

## Top tips on form filling!

- ✓ You will probably know the answer to all the questions asked so don't worry, just start and take your time.
- ✓ Use black or blue pen
- ✓ Write as legible as you can even if it's not block capitals. Block capitals are over-rated!
- ✓ Check the guide if you are not sure
- ✓ Don't worry if you do not know the Home Office reference number. You may not have one, and anyway the Home Office can use your name and date of birth to find your details.
- ✓ Be aware that 'you' in this form is your child. Even when the questions are about being married! Fill it in as if you are them.
- ✓ If your child has never left the UK just write 'none' in the absences list
- ✓ The good character requirement applies to all children over 10 so be sure to answer all the questions even if they seem silly (for example if you are asked if your 11 year old daughter is involved with terrorism)
- ✓ Biometric enrolment: Please read and complete this section carefully. If your child is under 16 you will need to give details of a 'responsible adult'. This needs to be the person who can take the child to the Post Office.
- ✓ If you don't remember exactly when your child was last fingerprinted it's ok to write the year, or the year and the month if you can.
- ✓ The declaration by the appellant (currently the last page) needs to be filled out carefully. The applicant is your child and not you so your child's name goes here. If your child is under 16 you can sign for them at the bottom. An over 16 year old should sign themselves.
- ✓ Send the form by recorded delivery. The address is in the Home Office guide to the application form, currently it is:  
Department 1  
UK Visas and Immigration  
The Capital Building  
New Hall Place  
Liverpool , L3 9PP  
but do check.
- ✓ Keep a copy of the form. A cheap and easy way to do that if you don't have access to a copier is to take pictures with your phone.

## How long will it take?

A few weeks after you send the application the Home Office will send a letter to say they have received the application and taken the money. After that they will send a letter to ask your child to have their biometrics details taken. After that the waiting game starts.

Normally they make a decision in 6 months or less. If they think it will take them longer they will write to you to tell you.

## How about a passport?

If the application is successful your child will get a certificate to say they are now British. If your child turns 18 during the process they will have to attend (and pay for) a citizenship ceremony before they receive it. Younger children get it by post.

They will not automatically receive a passport. Once they have their certificate you can apply for one but this costs money (again) and is only needed for travelling, not for daily life in the UK. Find more information here: <https://www.gov.uk/get-a-child-passport>

# Good luck!

This information was put together by a qualified immigration adviser and was correct at the time of creation (February 2016). Immigration law is subject to change, always check it is still accurate.