

Lost Biometric Residence Permit or Passport

Losing your passport or BRP Card can be very inconvenient and also very time-consuming and costly to replace. So take good care of these important documents while you are in the UK and overseas.

If you lose your passport you should:

- Report the loss to the Police and obtain a police report or crime reference number
- Report the lost passport to your Embassy and apply to get a replacement passport)

If you lose your BRP you must:

- Report the loss online using this link: <https://www.biometric-residence-permit.service.gov.uk/lost-stolen/where>
- You should do this within 3 months of noticing the you have lost your card

If you are in the UK when your BRP is lost or stolen

- After you have reported the loss you must apply to replace your BRP card if your BRP was valid for three months or more.
- If you do not do this you could receive a fine of £1000, have your permission cancelled, and/or any future immigration applications you make to come to the UK may be affected.
- You can apply for a replacement BRP card using this link: <https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>
- You should scroll down to the link “Apply for a replacement” in the section for those who are inside the UK.

IMPORTANT: If you have less than 3 months permission remaining you do not need to apply for a replacement. You can instead apply for further immigration permission (if you are eligible) or leave the UK before your immigration permission expires.

If you are overseas when your BRP is lost or stolen

- After you have reported the loss you will need to obtain a ‘replacement BRP visa’ to allow re-entry to the UK for one time only. You can apply for a replacement BRP visa online using this link: <https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>

- You should scroll down to the link “Apply for a replacement” in the section for those who are outside the UK.
- The standard service usually takes 15 working days and costs £154, however there may be an option to pay for a priority visa service.
- After returning to the UK you must apply for a replacement BRP card, this would usually be within 3 months of the BRP being lost/stolen. Replacement BRP applications can take up to 8 weeks to process.
- After receiving the replacement BRP please ensure you provide a scan of it to the University for your student record.

REMEMBER

- If you find your BRP after having reported it lost or stolen you will still need to apply for a new one; so please make sure you search everywhere before you report your card lost or stolen.
- After you have made your online application you will be asked you to attend a service centre for biometric enrolment and to take your fingerprints.

Support

- You are advised to make an appointment to see the International Student Advice Team so they can check your supporting documents and that you have completed the correct BRP Replacement form correctly.
- For more information call: **020 8411 4507** or email the International Student Advice Team at: intadvice@mdx.ac.uk
You can also book an appointment via myUniHub.

The International Student Advice Team has made every effort to ensure that the information contained in this leaflet is accurate. Middlesex University however, cannot be held responsible for any omissions or errors. This publication can only be a guide and is not intended to replace the complex and diverse legislation covered. Statutes and regulations may change during the year without notice. If in doubt seek independent advice.

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