



EU Settlement Scheme

Process for applying for Settled Status – after 30 March 2019 – 30 June 2021 (if a deal is reached) or 31 December 2020 (if no deal).

This applies to all EU nationals (plus those from Iceland, Lichtenstein, Norway and Switzerland) but you don't need to apply if you are Irish (this is covered by different legislation).

How you'll be able to apply

You'll be able to complete the application form online using a phone. Details of the phone specs required are attached at Appendix 1. You'll be able to get support over the phone or in person if you need help applying online. Applications can also be made by post.

You can also use your phone to scan your identity document - you can send your document by post if you do not have access to a phone. You can use someone else's phone.

What you'll need

When you apply, you'll need proof of:

- your identity
- your residence in the UK, unless you have a valid permanent residence document, or valid indefinite leave to remain in or enter the UK
- your relationship to a family member from the EU living in the UK, if you're from outside the EU

Proof of identity

You'll need either a:-

- valid passport or a
- biometric residence card or a

- biometric residence permit

You can use someone else's Android phone to scan your document. You can also visit one of the [organisations offering to scan your document for you.](#) You'll need to book an appointment and you may have to pay a fee.

Proof of continuous residence

To be eligible for settled status, you'll usually need to have lived in the UK for at least 6 months in any 12 month period for 5 years in a row. You'll need to provide proof of this when you apply.

If you've not lived here for 5 years in a row you may still be eligible for pre-settled status.

You can give your National Insurance number to allow an automated check of your residence based on tax and certain benefit records. If this check is successful, you'll not need to provide any documents as proof of residence. You'll only need to provide documents if there is not enough data to confirm you've been here for 5 years in a row.

Applying

1. Stage 1 – Initial application

- Application should be made on an android phone
Download the *EU Exit: ID Document Check app*
- For those with an EU biometric passport/residency cards
- Take a photo of bio data page - (photo page)
Place device over chip in passport – data is extracted
- Applicant then takes a selfie. System matches with the passport photo. Must be live and there is guidance given on how to take it. You can't take a photo of a photo.

2. Stage 2 - Criminality check.

- Applicant answers a couple of questions about if they have ever been convicted of any crimes. Only those with a serious conviction, multiple convictions or a security risk will be refused.

3. Stage 3 - Proof of residence

- Applicant inputs NI number – the app checks against HMRC and DWP records.
Information is based on tax and benefit history.

The system then sends a message detailing how many years the records show the person has been in the UK for.

- If you agree then just say Yes and then complete the application process. Your application is then passed to a Case worker.
- If you have been in the UK for longer than the HMRC/DWP records are showing - then press disagree. The system will then ask for extra evidence e.g. bank statement, council tax, phone bills, TV licences etc.
Once the extra evidence has been provided it will then be passed to a Case worker.

4. Stage 4 – decision

The caseworker will review the evidence and may ask for missing information if necessary.

The Case Worker will make a decision and email the individual with their status, this should only take a couple of weeks.

The system is designed to be helpful and supportive.

It should only take 15 - 20 mins to complete the application.

Further information can be found here:-

<https://www.gov.uk/settled-status-eu-citizens-families/applying-for-settled-status>

Need further assistance?

If you need any further assistance please contact Kate Yardley in the People Management Team on – 01228 221231. If you do not have access to any phone contact Kate and we can make arrangements for you to borrow the necessary equipment.

Phone Specifications

For Android users

You'll need:

- Android 6.0 and above – you can find this in your settings
- at least 135MB of storage space to install the app
- to be connected to 3G, 4G or WiFi
- NFC (Near-Field Communication) so the app can scan your document – you can find this in your settings. If you can use your phone to pay for things using contactless, this means it has NFC and you can use the app

For iPhone users

The 'ID Document Check' beta app is now available for iPhone 8 and newer models. The app will be available on the iPhone 7 and 7 Plus shortly following an upcoming iOS software update.

You'll need:

- iPhone 8 or 8 Plus or newer model
- iOS 13.1 or newer - to find the software version installed, go to Settings > General, then About
- at least 120MB of storage space to install the app
- to be connected to 3G, 4G or WiFi

The app will need access to your phone's camera. If the app does not request access, please enable access in your settings.