What do I do if my passport or BRP* was lost/stolen in the UK?

* BRP = Biometric Residence Permit (ID card)

1. Report it to the police. You can do this at your local police station in the UK or you may be able to report this online - https://www.reportmyloss.com/. You will get a crime reference number. This is an important document. You may need this to get a new passport and you will need it to obtain new student immigration permission.

2. Apply for a new passport at your embassy. The Foreign & Commonwealth Office lists the addresses and contact details for all embassies in the UK on their website: https://www.gov.uk/government/publications/foreign-embassies-in-the-uk

   **If you have also lost your BRP** you must apply for a new one within three months so even if you have not yet obtained a new passport, you must apply for a new BRP card within three months. You will need to enclose a letter explaining why you are not able to enclose your passport and explain when you expect to receive it. See below for details on how to apply for a new BRP card.

3. If your student visa was in the form of a sticker in your passport, you need to apply to transfer your old visa into your new passport. If your visa was in the form of a BRP card you need to apply for a new card. The application processes are different. See below.

   a) **Replace a vignette in your passport** - To replace the visa in your passport, you need to fill out an application form - the Transfer of Conditions 'TOC' form and pay an application fee. As part of this application you will need to provide your biometric information and obtain a new BRP card. Postal applications cost £147 and can take several months to be processed. If you apply in person (premium), you can get your passport back on the same day and your BRP card will be posted to you within around 10 days. Premium applications cost £661. You can download the application form and guidance from the Home Office website - Transfer of Conditions - https://www.gov.uk/transfer-visa

   b) **Replace a lost BRP in the UK** - If your visa was in the form of an ICFN (Identity Card for Foreign Nationals) or BRP (Biometric Residence Permit), you need to call the Home Office to cancel it. If you are in the UK, call 0300 123 2412. You must apply for a new card within three months or you may have to pay a fine of up to £1000 or your visa could be curtailed. Apply on application form BRP (RC) to obtain a replacement BRP card. This currently costs £37 and you can only apply by post. You can download this from the Home Office website https://www.gov.uk/biometric-residence-permits

**What to do if your visa is about to expire**

If your immigration permission was about to expire (within 4 weeks of you losing your passport or ID card) you don’t need to apply for a TOC or on the BRP (RC) form and you can make a new application to extend your stay in the UK. For guidance go to applying for a Tier 4 visa in the UK https://www.gov.uk/tier-4-general-visa/overview
What do I do if my passport/BRP card was lost/stolen outside the UK?

1. Report your passport and/or BRP lost or stolen to the local police and obtain a police report. You may need this to apply for a new passport and you will need this to apply for a replacement visa. If your visa was in the form of a sticker in your passport you will need to apply for permission to return to the UK.

2. Contact your embassy to obtain a temporary passport to return to the UK. Embassies have different processes to enable you to travel so contact your embassy to find out what you need to do.

3. Apply for permission to return to the UK. What you need to do depends on whether your visa was a sticker in your passport or a BRP card.

   a) Replace a sticker in your passport - You will need to complete the VAF9 application form and apply again for permission to return to the UK in the same way that you applied for a visa to come to the UK. You will have to pay the full application fee but you do not need a new CAS. You may need to show that you are still a student at University of Bristol. Ideally this will be an original letter from Bristol. You can read the internal guidance on the Home Office website: [https://www.gov.uk/government/collections/entry-clearance-basics-entry-clearance-guidance](https://www.gov.uk/government/collections/entry-clearance-basics-entry-clearance-guidance). For guidance on completing the VAF9 application form go to our pdf guide - but remember you do not need a new CAS and you don't need to show financial documentation unless this is requested. You will need your police report and evidence that you are still a Bristol student.

   b) Replace a lost BRP - If you are outside the UK, call (+44) 208 527 3623 immediately. Your card will be cancelled and you will need to apply for permission to enter the UK by completing the VAF9 application form and applying at the British Embassy. Check details about how to do this at: [https://www.gov.uk/replace-brp](https://www.gov.uk/replace-brp). When you return to the UK, you will then need to apply for a replacement BRP. See the information about how to do this.

   **Returning to the UK without new immigration permission - Some Bristol students have managed to make arrangements with the Home Office and the airline to travel back to the UK with a new passport but without applying for permission to enter the UK. Contact the airline to find out if this is possible in your case. Be prepared that this may not be possible though – and you will need to think about what to do next if it is not.**

If you are stuck overseas, have lost your passport or BRP and are not sure what to do email us in os-as@bristol.ac.uk

If your passport is going to expire in the UK? - You can apply for a new passport through your embassy in London. The Foreign & Commonwealth Office lists the addresses and contact details for all embassies in the UK on their website: [https://www.gov.uk/government/publications/foreign-embassies-in-the-uk](https://www.gov.uk/government/publications/foreign-embassies-in-the-uk). You must do this before your old passport expires. When you obtain a new one, you must bring it to the International Office for registry to update your student record. If your visa is a sticker in your passport, you will need to carry both passports when travelling. If your visa is a BRP (Biometric Residence Permit), you will need to carry both passports and your BRP when travelling. If your old passport was retained by your embassy you will need to apply to get your old visa transferred. You must do this even if your visa is a BRP (as this lists your passport number). See the guidance below (under Step 3 for what to do if you lose your passport in the UK.)

**When you return to the UK with a new passport and/or BRP card bring this to the International Office for registry to update your student record.**