Nationality Checking Service Birmingham

Appointment Request Form

Confidentiality

The information you provide is confidential and subject to the requirements of the Data Protection Act 1998. This personal data will be held and processed by Birmingham City Council for the purpose of assessing your eligibility for a Nationality Checking Service appointment.

Any data may be used to prevent fraud or the misuse of resources.

For further information of our privacy notice, please visit www.birmingham.gov.uk/privacy

Birmingham City Council

Nationality Checking Service – Appointment Request Form

Please complete and return **all** sections of this form. Incomplete forms will be returned, as we cannot book an appointment without the information requested.

To be completed by the main applicant

Your Full Name Mr/Mrs/Miss/Ms .....…….....

Your Postal Address ……...

…… Post Code ……...

Contact Telephone Number (Daytime) ……..... Date of Birth ……...

Please let us have an email address which you check regularly so that we can send your appointment details to you straightaway. **Note:** you should leave this section blank if you would prefer to receive your appointment confirmation by post.

Email address: ……

Date you arrived in the United Kingdom …….

Date you were given Indefinite Leave to Remain in/enter the United Kingdom ……...

Additional Applicants – Please give details of any additional applicants to be included in your booking. Please continue on a separate sheet if necessary and attach this to your completed form.

Name	Date of Birth	Relationship to Main Applicant (e.g. wife)	Date of Arrival in UK	Date Given Indefinite Leave to Remain in/Enter UK

Booking and Confirming Your Appointment

Nationality Checking Service appointments are available on Monday to Friday mornings only.

We will usually book your appointment for our earliest available date so please tell us here if you need your appointment on or after a certain date, for example to make sure you meet Home Office requirements, you are going on holiday or can only attend on a certain day of the week due to work or study commitments:

……
……
……

Your appointment will be confirmed by email (if you have given us your email address) or by post (if you left this section blank). Please contact us at ncs@birmingham.gov.uk if you wish to change the appointment you are given.

Declaration – *to be completed by main applicant*

☐ *I confirm I/we are ready to submit my/our applications and would like to book a Nationality Checking Service appointment*

☐ *I confirm I/we have read and understood Guide AN and Booklet AN and meet the requirements for applying for British Citizenship*

☐ *I understand my/our application form(s) must be fully completed before I/we attend my/our appointment*

☐ *I confirm I/we have a Life in the UK test pass certificate or an approved ESOL certificate with the correct supporting letter from an accredited college. If you are exempt from this requirement, please tell us the reason here*
……..

☐ *I confirm I/we can provide evidence of my/our lawful residency in the United Kingdom during the five year qualifying period (three years if applying as the spouse or civil partner of a British Citizen)*

☐ *I understand I may be asked to pay an additional fee and/or make a new appointment if my/our forms are incomplete or if I/we fail to supply the documents requested by the Home Office*

☐ *I agree to give a minimum of five working days notice if I need to change or cancel my appointment. I understand an additional fee may be charged for changing my appointment*

☐ *I understand the Nationality Checking Service fee collected at the time of booking my appointment is* ***non-refundable*** *and will* ***not*** *be returned if I cancel my appointment*

☐ *I understand my Nationality Checking Service fee will* ***not be transferred or refunded*** *if I fail to attend my appointment. I understand I am responsible for making sure I have received details of my appointment and that I should contact the Nationality Checking Service within five working days of posting my request form if I have not received my appointment confirmation.*

For applications being made on behalf of a Minor

☐ *I have read and understood the Guide to Registration of a child as a British Citizen and confirm all minors to be included with this application meet the requirements for registration.*

☐ *I am applying for my child/children only.*
I confirm the parent making this application is either a British Citizen or has settled status

Signature *…….* ***Date*** *…….*

FOR NCS OFFICE USE ONLY

Appointment Date		**Appointment Time**	
Booking Reference		**Authorisation Code**	

Payment Form

If you are happy you meet Home Office requirements and would like to book an appointment with us, please complete this payment form and send it to us with your completed request form.

All payment forms are destroyed once our fee has been collected.

We can only accept payment by credit or debit card. We can accept all cards except American Express and Diners Club. Please do not send cash, cheques or Postal Orders.

Credit/Debit Card Details

☐ Please charge £ ……...… to my …… Card (please specify card type)

Card No. ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Valid from Date ☐☐☐☐ Expiry Date ☐☐☐☐ Card Security Code (from back of card) ☐☐☐ Issue No ☐☐

Card Holders Name ……...

Card Holders Address ……

…….…… Post Code …….....

Card Holders Signature …….. Date ……..

Card Holders Daytime Telephone No (if different from overleaf) ……..

Please help us to help you by checking your card details are correct before you send your form to us. Your form will be returned if we are unable to collect our fee payment.

Where to send your form

Please send your completed form to the address below. Please check that you have added the correct postage for the size of envelope you are using, as additional costs may be incurred.

Nationality Checking Service
Birmingham Register Office
Holliday Wharf
Holliday Street
Birmingham
B1 1TJ

Nationality Checking Service Fees (effective from 1 April 2012)

All Nationality Checking Service fees are payable in advance and are non-refundable

Checking Your Documents

Single Interview One adult or one minor	£60.00
Joint Interview Husband and wife or civil partners living together and applying at the same time	£90.00
Family Interview Two parents and up to two minors **or** one parent and up to three minors	£120.00
Additional Minor(s)	£30.00 per minor

Additional adult applicants are charged at the single interview rate

Changing Your Appointment

You can change your appointment once without charge. All we ask is that your new appointment takes place within six weeks of us collecting our original fee payment.

An additional fee of £10.00 is payable if you change your appointment more than once but it still takes place within six weeks of us collecting our original fee payment.

An additional fee for the full amount is payable if you want your appointment to take place more than six weeks after we have collected your original fee payment, as we expect anyone asking for an appointment to be ready to submit their documents and to let us know on their request form if they can only apply after a certain date.

A minimum of five working days notice is required to change or cancel an appointment

Additional Fees

If you need to supply documents that you should have brought to your original Nationality Checking Service appointment – *for example, your passport or a letter confirming how long you have been receiving benefit payments*	£10.00 per applicant
If you do not meet Home Office requirements or fail to provide the information needed to check your application – *for example, you were not in the UK at the start of the qualifying period or have not completed the correct application form*	Full NCS fee shown above

Cancelling Your Appointment

Please note your Nationality Checking Service fee **will not** be refunded if you cancel your appointment. A further fee for the full amount will be required for any new appointment made.