If you wish to apply for an extension of stay in the United Kingdom (UK) for a purpose for which you must use form FLR(O), please read these guidance notes and the separate photograph guidance before making your application.

1. **For which applications must you use form FLR(O)?**

   Form FLR(O) must be used if you are applying for an extension of stay in any of the following categories:

   - general visitor
   - overseas qualified nurse or midwife
   - postgraduate doctor or dentist
   - private medical treatment
   - UK ancestry
   - employment not requiring a work permit
   - dependants of exempt members of HM Forces
   - other purposes/reasons not covered by other application forms

   Other purposes/reasons include serious medical reasons where the treatment is not private. Use this form rather than form HPDL for such an application.

   You and any dependants applying with you must be in the UK to apply.

   **You must not** use this form:

   - to make an application for asylum or international protection (this includes an application for humanitarian protection or an Article 3 European Convention on Human Rights (ECHR) application made on protection grounds); or
   - to make further submissions on asylum or human rights grounds after the refusal or withdrawal of an earlier asylum or human rights claim.

   To apply for an extension of stay as a sole representative, use form BUS, not this form.
Some of the categories previously on form FLR(O) now fall under the Points Based System as shown below:

- **Representative of an overseas newspaper, news agency or broadcasting organisation;** and **member of the operational ground staff of an overseas-owned airline** are now Tier 2 (General) migrant.
- **Minister of religion, missionary or member of a religious order** are now Tier 2 (Minister of Religion) migrant.
- **Au pair** is now Tier 5 (Youth Mobility) migrant.
- **Visiting religious worker** and **overseas government employee** are now Tier 5 (Temporary Worker) migrant.

### 2 QUALIFYING FOR AN EXTENSION OF STAY

To qualify for an extension of stay in the categories of the Immigration Rules for which you must use form FLR(O), you must meet the requirements set out in the following parts of the Rules:

- **Part 2 - general visitor, private medical treatment**
- **Part 3 - overseas qualified nurse or midwife, postgraduate doctor or dentist**
- **Part 5 - employment not requiring a work permit, UK ancestry**
- **Part 7 - dependants of exempt members of HM Forces**

### 3 WHO CAN APPLY ON THIS FORM?

You and your partner and/or children under 18 if they are applying as your dependants - but see below. “Partner” means a spouse, civil partner, unmarried or same-sex partner.

The immigration rules for certain of the categories in this application form do not allow dependants. In the **general visitor** category, no dependants are allowed. In the **dependants of exempt members of HM Forces** category, a spouse or civil partner and children under 18 are allowed (but not an unmarried or same-sex partner who has not formed a civil partnership). If you are applying in either of these categories and include an application by a dependant who is not allowed by the relevant rules, their application is likely to be refused.

The rules for the **private medical treatment** category also do not allow dependants. However, in some circumstances, a partner may be allowed to remain with the person receiving treatment.

### 4 THE FEE

The current specified fees for applications on form FLR(O) are **£395** for postal applications or **£595** for the premium service at one of our public enquiry offices. If you do not pay the specified fee, the application will be invalid and will be returned to you.

There is only one fee for each application form. You may include your partner and/or children under the age of 18 if they are applying as your dependants. If dependants apply separately, they must pay the specified fee.

Children aged 18 or over may not be included; they must each apply individually and pay the specified fee, as must any children under 18 if they apply separately because there is some reason preventing them from applying with you.

We will not refund the fee if we refuse the application or if you withdraw it.

For information about methods of payment, please see the payment details guidance on page 2 of the form. For more information about the current fees, please go to our website.

### 5 WHEN TO APPLY

You and anyone applying with you should apply before the end of your/their permitted stay in the UK.

### 6 MAKING SURE YOUR APPLICATION IS VALID

Paragraphs 34-34I of the Immigration Rules specify certain requirements with which an application on a form specified for the purpose of the Rules must comply. To make a valid application, you must:

- apply on the current version of form FLR(O)
- pay the fee in full by a method specified in the payment guidance
- provide photographs of yourself and any dependants who are applying with you as specified in the application form
- complete section 5 (Personal History) as required
- sign the declaration in section 8
- send the application by prepaid post to the UK Border Agency address given on the form or make it in person at a public enquiry office.

If you fail to do any of these things, your application will be invalid and we will return it to you. This could result in the loss of appeal rights if your permitted stay has run out by the time you make a valid application.

### 7 MAKING SURE YOUR APPLICATION IS COMPLETE

You do this by completing every section of the form as required and providing all the relevant specified documents, including your passport or travel document and those of any dependants who are applying with you.

If you do not do this, we reserve the right to decide your application on the basis of the information and documents provided.
It is important, therefore, to provide an explanation if you cannot give us all relevant information or documents when making your application.

8 COMPLETING THE FORM

Please use a black pen to complete the form; write names, addresses and similar details in capital letters.

In the payment details and other sections where you give personal details and addresses, leave an empty box between each name or part of the address(es) required in this section.

Please note that we always use the personal details in an applicant’s passport or travel document for official purposes, including any residence permit if the application is granted.

Take care to complete all sections as required, including the Personal History section. Follow the guidance on page 2 of the form when completing the payment details. Read the notes in various sections of the form.

If you need help with any of the questions, you can seek advice by telephoning 0870 606 7766.

As already emphasised in part 7 of these notes, you must enclose a letter of explanation if you are unable to provide all the required information or any relevant specified documents.

9 PHOTOGRAPHS

For your application to be valid, it is mandatory to provide the following photographs:

- Two identical passport-size photographs of yourself with your full name written on the back of each one.

- Two identical passport-size photographs of any dependants who are applying with you with their full name written on the back of each one.

The photographs you provide must be in the format specified in the separate photograph guidance. Please ensure that you place them in a small sealed envelope attached to section 1 of the form as instructed there - and without any staples, clips, pins or anything else which could mark or damage the photographs.

If the application(s) is/are successful, the photographs which you provide will be reproduced in the residence permit(s) in your passport or travel document and those of any dependants included in the application.

10 DOCUMENTS

The documents provided with the application must be originals.

Copies of any kind are not acceptable unless there are valid reasons for not being able to provide the original document. In such circumstances, we may accept a copy certified by the body or authority which issued the original (for example, a copy of a savings book certified by the building society or bank), or by a notary.

The reasons for not being able to provide the original document must be explained in a covering letter. As a rule, we are unlikely to be able to grant your application without the original document.

Any documents which are not in English must be accompanied by a reliable English translation.

Make sure passports or travel documents are signed.

11 APPLYING BY POST - THE ADDRESS

If you are applying by post, the address to which you must send an application on form FLR(O) is:

UK Border Agency
Leave to Remain - FLR(O)
PO Box 495
Durham
DH99 1WR

Posting it to any other address will not only delay your application but could make it invalid. This address is only to be used when sending your application. Please use the address given in part 14 for any other correspondence about your application.

If you use Recorded or Special Delivery, this will help us to record the receipt of your application. Make sure that you keep the Recorded or Special Delivery number.

We will return your passport(s) and other documents by Recorded Delivery. If you would like them to be returned by Special Delivery, you must provide a prepaid Special Delivery envelope which is large enough.

12 APPLYING IN PERSON

We offer a premium service to people who apply in person at our public enquiry offices (PEOs). The premium rate of £595 has to be paid for this service, which is available only for applications which are straightforward and do not require further enquiries.

Appointments. To apply in person, you must make an appointment in advance with one of the PEOs. If you make one for some time ahead, please check that the application form you use is still valid on the day of your appointment.

The addresses, telephone number and opening times of the PEOs are given on the front page of these guidance notes. For the latest information about their opening times and services, please see our website or phone their number.

13 DECISION TIMES

Our current published service standards for deciding charged applications are:

Applications made by post: we aim to decide 70% of applications within 4 weeks (20 working days) and 90% within 14 weeks (70 working days).

Applications made in person: we aim to decide 90% within 24 hours.
Applications which are not straightforward or which need further enquiries take longer to decide. These include applications by people who have remained here unlawfully after the expiry of their permitted stay.

As we cannot tell in advance how long it will take to decide particular cases, our general advice is not to make any non-urgent travel arrangements until your passport(s) or travel document(s) are returned.

14 CONTACTING US AFTER YOU HAVE APPLIED

If you need to contact us after you have applied, please do so as follows.

To send us more information about your application, write to the following address (not the one to which you posted your application):

UK Border Agency
Initial Consideration Unit - FLR(O)
Lunar House
40 Wellesley Road
Croydon
CR9 2BY

and give the following details in your letter:

- the applicant's full name, date of birth and nationality
- any Recorded or Special Delivery number
- the date on which the application was posted or made in person
- the Home Office reference number if you have one.

If you need your passport to travel urgently and unexpectedly, call 0870 606 7766 and give the personal and other details listed above.

Your application will be treated as withdrawn if your passport is returned for travel abroad before we are able to decide the application.

15 OBTAINING APPLICATION FORMS

You can obtain application forms, the accompanying guidance notes and the UKBA photograph guidance from our website at www.ukba.homeoffice.gov.uk or by calling our Application Forms Unit on 0870 241 0645.

16 OTHER ENQUIRIES

For enquiries other than obtaining an application form, consult our website or call 0870 606 7766.

We also have the following freephone textphone number: 0800 38 98 28 9.

17 CHOOSING AN IMMIGRATION ADVISER

Immigration advisers are regulated by the Office of the Immigration Services Commissioner (OISC). Their website at www.oisc.gov.uk contains a list of authorised advisers. It also has links to websites for solicitors, barristers and legal executives.

If you have a complaint about an immigration adviser or need other information, the OISC contact details are:

Office of the Immigration Services Commissioner
5th Floor,
Counting House
53 Tooley Street
London
SE1 2QN

Telephone: 0845 000 0046

Alternatively the Solicitors Regulation Authority, which regulates solicitors in England and Wales, can help you find a solicitor if you contact them on 0870 606 2555 or visit their website at www.sra.org.uk

The address and telephone number for any complaints about a solicitor are:

Legal Complaints Service
Victoria Court
8 Dormer Place
Leamington Spa
Warwickshire
CV32 5AE

Telephone: 0845 608 6565

18 COMPLAINTS ABOUT OUR SERVICE

If you wish to make a complaint about our service, please refer to the complaints page on our website for detailed information on how to do so.

If you are unable to access the website or if you need further advice after reading the information on the complaints page, please telephone our immigration enquiry bureau on 0870 606 7766.

19 DATA PROTECTION NOTICE

We will treat all information provided by you in confidence but may disclose it to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

We may also use the information provided by you for training purposes.

The information in the payment details page will be known to the private contractor engaged by the Home Office to process application payments.