



Payment Slip – Single Application For Multiple applications please use the WRS multiple payment slip

Section A: Contact details of the person paying for the application

1 Title Mr. Mrs. Miss Ms Other (please state)

2 Contact name

3 House number and street

4 Town

5 County

6 Post code 7 Your reference

Please only complete questions 8-12 if details for a refund are different to the person paying for the application.

8 Contact name

9 House number and street

10 Town

11 County

12 Post code

Section B: Details of the applicant

13 Is this application to be paid for? Yes No (Please tick appropriate box)

14 Please tick whether you have included a passport or National Identity card Passport National Identity Card

15 Surname/family name

16 First names

17 Date of birth
d d m m y Y y y

18 Name of employer in UK

19 Nationality (Please select your nationality by ticking the appropriate box)

Czech Estonian Hungarian Latvian
 Lithuanian Polish Slovakian Slovenian

Section C: Payment details – please complete where appropriate

20 Method of payment UK Postal order Please make payable to: Home Office, Work Permits (UK)
UK Cheque Please make payable to: Home Office, Work Permits (UK)

Account No. Sort code Cheque No.

Or please debit my Visa MasterCard Delta Switch

21 Amount paid £ Please use WRS-Multiple for a single payment for multiple applications

22 Name on card

23 Card number

24 Card details Valid from / Expiry date / Issue No.
(Switch only)

25 Signature (card payment only) Date



This form is for use for applications made between 1st October 2005 and 30th April 2006

Application for a registration certificate under the Worker Registration Scheme (WRS)

The information in this application will be treated in confidence by the Home Office, but it may be disclosed to other government departments, agencies, local authorities and other bodies, where necessary, to enable them to carry out their functions.

Data relating to this application may be shared with the employer named on this application form in respect of this application only.

This form and the accompanying guidance notes may be included or reproduced in any non-Home Office website or publication. However, such inclusion or reproduction does not constitute an endorsement of any services offered or provided by the owners of the website or publication, or of the content of the website or publication.

To be completed by the applicant

Please complete by typing or printing in ENGLISH in block letters and in black ink

Section 1: Type of application

1 Have you already been issued with a registration card under the Worker Registration Scheme?

- Yes Please enter the WRS reference number, then complete Sections 3, 4, 5 and 6
- No Please complete all sections of the form.

(Please indicate by ticking the appropriate box)

Section 2: Requirement to register

2 Do any of the following statements (a to h) apply to you? (tick yes or no below)

- a. You are only working in a self-employed capacity.
- b. You have been working with permission in the UK for 12 months or more without interruption.
- c. You have been working with permission in the UK for your current employer since before 1 May 2004.
- d. You have leave to enter the UK under the Immigration Act 1971 on 30 April 2004 and the leave was not subject to any condition restricting your employment.
- e. You are providing services in the UK on behalf of an employer who is not established in the UK.
- f. You are a citizen of the UK, another EEA state (other than one of the eight accession state subject to WRS) or Switzerland.
- g. You are a family member (spouse or child under the age of 21 or dependant) of a Swiss or EEA national (other than one of the eight accession states) who is working in the UK.
- h. You are a family member (spouse or dependant child) of a Swiss or EEA national who is in the UK and is a student, self-employed, retired, or self-sufficient.

- Yes **If any of the above statements apply to you, you do not need to apply for a registration card and certificate under the Worker Registration Scheme. You may be entitled to an EEA residence permit and details of how this can be obtained can be found at www.ind.homeoffice.gov.uk.**
- No Please continue with your application.

Section 3: Personal details of applicant

3 Title	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (please state) <input type="text"/>
4 Surname/family name	<input type="text"/>				
5 Surname/family name at birth (if different)	<input type="text"/>				
6 First names	<input type="text"/>				
7 Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>				
8 Date of birth	<input type="text"/> day	<input type="text"/> month	<input type="text"/> year		
9 Nationality	<input type="text"/>				
10 Passport number, or National Identity card number	<input type="text"/>				
11 National Insurance number (if you have one)	<input type="text"/>				
12 Address in the UK:	House No./Name	<input type="text"/>			
	Street	<input type="text"/>			
	Town	<input type="text"/>			
	County	<input type="text"/>			
	Postcode	<input type="text"/>			
13 The address to which you would like your documentation to be returned, if different from Question 12 above.	<input type="text"/>				
14 Your daytime telephone number (if you have one)	<input type="text"/>				
15 If your dependants (children and/or spouse or partner) are living with you in the UK, how many of them are:					
Aged 16 or under?	<input type="text"/>	Aged 17 or above?	<input type="text"/>		
16 Are you undertaking a course of study at an educational establishment in the UK?					No <input type="checkbox"/> Yes <input type="checkbox"/>

Section 4: Employment details

(If you have more than one employer, please photocopy this page and complete Section 4 for each employer)

17 Name of your UK employer	<input type="text"/>		
18 Type of business (e.g. agriculture, construction, education, healthcare, hospitality, transport)	<input type="text"/>		
19 Address of your UK employer:	Building No./Name	<input type="text"/>	
	Street	<input type="text"/>	
	Town	<input type="text"/>	
	County	<input type="text"/>	
	Postcode	<input type="text"/>	
20 Your UK employer's telephone number	<input type="text"/>		
21 Contact name for employer	<input type="text"/>		
22 Applicant's job title (enter the job title of the person referred to at Section 3.)	<input type="text"/>		
23 The date you started your job	<input type="text"/> day	<input type="text"/> month	<input type="text"/> year
24 How many hours per week do you normally work?	<input type="text"/>		a week
25 How much is your hourly rate, before deductions?	£	<input type="text"/>	an hour
26 What allowances, if any, do you receive?	£	<input type="text"/>	a year
27 What type of employment are you undertaking?	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	
28 How long do you think you will stay in the UK?	<input type="checkbox"/> Less than 3 months	<input type="checkbox"/> 3 to 5 months	
	<input type="checkbox"/> 6 to 11 months	<input type="checkbox"/> 1 to 2 years	
	<input type="checkbox"/> More than 2 years	<input type="checkbox"/> Do not know	

Section 5: Documentary evidence

The documents required in support of your application are listed below. Tick the boxes next to the relevant items to show which documents and photographs (if applicable) you are sending.

If you already have a WRS registration card and certificate, please provide:

- A copy of a letter from your current UK employer which confirms the start date of your employment. This is not legally required if your application is a renewal, but will help us process your application.

If you DO NOT have a registration card and certificate, please provide:

- Two recent passport-sized photographs of yourself with your name written on the back of each photograph.
- Your current passport or National Identity Card. (Please note: photocopies are not acceptable)
- A copy of a letter from your current UK employer which confirms the start date of your employment.

If you have an outstanding application for asylum/leave to remain:

Does the Home Office already have your passport or National Identity Card in support of an outstanding application for asylum/leave to remain in the UK? No Yes

Section 6: Applicant's declaration

You must now read the declaration below and sign it. It must be signed by you (the applicant) and not by a representative or other person acting on your behalf.

- I hereby apply to register with the Worker Registration Scheme.
- The information I have given on this form is complete and true to the best of my knowledge.
- I declare that the photographs submitted with this form are a true likeness of myself.

Your signature

Date

Your name (CAPITALS please)

Worker Registration Scheme (WRS)

GUIDANCE NOTES

These guidance notes are to help you make an application for a certificate under the Worker Registration Scheme (WRS).

1. Who has to register?

The scheme applies to nationals of the following accession states:

- Poland; Lithuania; Estonia; Latvia; Slovenia; Slovakia; Hungary; and Czech Republic.

You need to apply for a registration certificate under the WRS if you are a citizen of one of the countries listed above and:

- You start a new job on or after 1 May 2004;
- You have been working in the UK before 1 May 2004 without authorisation/in breach of your immigration conditions;
- You are working on a short-term or temporary basis; or
- You are a student who is also working.

Some citizens from the accession states are not required to register. Section 2 of the application form is designed to help you decide if you need to register. Details of how to fill in this section are set out in part 8 of this guidance.

2. When should I apply?

Accession state nationals who are required to register should apply for a registration certificate as soon as they start a new job, and **within one month** of starting a job at the very latest.

Please note. You should only apply for registration if you are already working for a UK employer. Your application form and fee will be returned to you if it is clear that you are not working.

3. How does the scheme work?

If your application is successful you will be issued with a worker registration card and a certificate authorising you to work for your employer. Your registration card, certificate and passport or National Identity card will be posted to you by recorded delivery to your home address given in question 12. If you wish the documents to be posted to a different address, please complete question 13 on the form. This could be, for example, your employer's address. If your correspondence address changes whilst your application is being processed please let us know.

Your passport/National Identity Card will be returned by recorded delivery. However, if you would like your documents returned by Special Delivery, you must enclose the appropriate pre-paid envelope.

If you change employer or take up additional employment you will have to apply for a registration certificate authorising you to work for your new employer. You will then be provided with a new certificate, which authorises you to work for that employer. No new registration card will be issued; therefore, no fee will have to be paid for this type of application.

After 12 months' work without interruption of more than 30 days in total, you, the worker will acquire full Treaty rights and will be free from the requirement to register. You will be able to apply for an EEA residence permit to confirm this. Evidence of 12 months uninterrupted employment, includes the worker registration card and supporting registration certificates for each of the employers you have worked for, letters from employers, and payslips.

The scheme is based on continuity of employment – there is no restriction on the number of employers you can have at any one time.

4. The Fee

There is a fee of £70 for a registration card and certificate issued under the WRS. Once a registration card and certificate have been issued, subsequent applications are **free of charge**.

Each application to register must be accompanied by a payment of £70. We cannot begin the consideration process until the full payment has been processed and cleared.

In the event the application is withdrawn or is refused; the fee will be refunded.

All applications should be made by post or by courier.

Multiple applications only

You can submit up to 25 applications with a single payment, by completing a WRS-Multiple payment slip. If you submit more than 25 applications with a single payment or the payment does not cover all the applications submitted, we will be unable to process any of the applications and they will be returned to you.

Please note: A WRS-Multiple payment slip must be accompanied by an application form for each individual you are applying for to register on the scheme. Failure to do this will delay the consideration of the applications.

5. Do I need to pay a fee?

Yes, unless you already hold a registration card and certificate, you must pay the £70 fee as required by law. **If you fail to do so, your application cannot be considered and will be returned to you.**

If your application is returned as a result of payment errors, you should inform your employer that you need to resubmit your application.

6. How do I pay?

The payment must accompany the application (unless the applicant already holds a registration card) and the payment slip must be fully and accurately completed. Payment can be made by:

- UK Postal Order;
- UK Cheque (personal or business);
- Debit Card (Delta or Switch only); and
- Credit Card (Visa or MasterCard only).

Please do not send cash.

Please note **we will not accept** payment by any other means, including cheques and sterling drafts drawn on foreign banks.

For a payment to be valid, the payment slip must be completed correctly.

7. Completing the Payment Slip

Correct completion of the payment slip is very important. Any errors may prevent the payment from being processed, and we may need to return the application form to you. This will delay the consideration of the application. Therefore, please complete the payment slip in accordance with the guidance below.

If you already have a registration card, you only need to complete sections A and B. Please give details of the person we can contact in case of queries about your application, for example your contact details or those of your employer.

Section A: Contact details of person paying for the application

Please complete all details of the person who is paying for the application and who can be contacted if we have a payment enquiry. If the application is refused or withdrawn, the payment will be refunded to the person detailed in Question 1-7. If you want the refund to be made payable to a different person please complete Questions 8–12.

If you have allocated your own reference number to an application, this can be entered in Question 7. However it is the Payment Reference Number (PRN) you should quote when contacting Work Permits (UK) regarding your application.

Section B: Details of the applicant

Please complete questions 13-19 with the following details:

- Question 13: Indicate whether the application is to be paid for;
- Question 14: Indicate that a passport or National Identity Card is included with the application;
- Question 15: Applicant's surname;
- Question 16: Applicant's forename(s);
- Question 17: Applicant's date of birth (day/month/year – e.g. 31/01/1970);
- Question 18: The full name of the applicant's employer in the UK; and
- Question 19: Applicant's nationality.

For multiple applications, please provide a summary of the applications and a list of all the applicants' details on page 2 of the WRS Multiple payment slip.

Section C: Payment details

Please indicate the method of payment at question 20, as well as completing the relevant sections as indicated below:

UK Postal Orders

Postal orders should be made payable to 'Home Office, Work Permits (UK)' and should contain a valid post office stamp.

Please attach your postal order to the front of the form and record your name and address on the back of the postal order in the space provided. Please remember to keep your postal order receipt.

UK Cheque Payments

The cheque must be made payable to 'Home Office, Work Permits (UK)' and crossed 'A/C Payee' only;

Please make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly and include the account number, the sort code, and the cheque number on the payment slip.

Please attach your cheque to the front of the form.

Credit or Debit Card Payments

For Credit or Debit Card payments, the following details must be provided:

- The type of card;
- The name as it appears on the card;
- The card number; (this is the large number on the front of the card; usually 16 digits long);
- The valid from and expiry date of the card;
- The issue number (switch cards only); and
- The payment slip should be signed and dated at question 25.

8. Completing your WRS form

It is very important that your application is complete. It may delay your application if you do not provide all the necessary information and documents. To make sure that your application is complete, you need to do the following:

Complete the relevant sections of the form by answering and completing all the questions or ticking the boxes that apply to you. This means if you don't have a registration card and certificate you need to complete all sections of the form. If you already have a registration card and certificate you only need to complete sections A, B, 1, 3, 4, 5 and 6.

Section 1: Type of Application

This section is to identify whether you have been issued with a Registration Card and Certificate.

Section 2: Requirement to Register

Section 2 is designed to help you decide whether you need to register under the Worker Registration Scheme. If you answer 'Yes' to any of the statements in Section 2 or any of the bullet points below apply to you, you are **not required** to register on the WRS:

- You are only self-employed (and not undertaking any paid employment);
- You had been working with permission in the UK on **30 April 2004** for 12 months without interruption (i.e. in the 12 month period any intervening periods in which you were not legally working do not in total exceed 30 days);
- You have been working legally in the UK for a period of 12 months without interruption, falling partly or wholly **after 30 April 2004**.
- On 30 April 2004 you had leave to enter or remain in the United Kingdom under the Immigration Act 1971 and that leave was not subject to any condition restricting your employment (i.e. you were given Code 1 conditions). You would have been given Code 1 conditions, if for example, you were:
 - On the Highly Skilled Migrant Programme;
 - The spouse/unmarried partner of a UK citizen on their probationary period;
 - The dependant of an accession state national currently subject to Code 1 conditions;
 - An accession state national who is the dependant of a work permit holder; or
 - Post-graduate doctors or dentists in the UK for training.
- You were granted leave to enter the UK under the Immigration Act 1971 before 1 May 2004 as a seasonal worker at an agricultural camp, and you began working exclusively for an employer on or after 1 May 2004 (but before 31 December 2004) as a seasonal worker at such an agricultural camp;
- You are a posted worker, i.e. your employer is not established in the United Kingdom and you work for your employer in the United Kingdom for the purposes of providing services on your employer's behalf.
- You are also a citizen (i.e. hold dual nationality) of the UK, another EEA state other than an accession state national listed above, or Switzerland;
- You are the family member (spouse, or child under the age of 21) of a Swiss or EEA national (other than an accession state national) who is working in the UK;
- You are the family member (spouse, or dependant child) of a Swiss or EEA national who is in the UK and is a student, self-employed, retired or self-sufficient;
- You are a student who is enrolled at a recognised educational establishment in the UK for the principal purpose of following a vocational training course; or
- You are a retired person who has pursued an activity as an employed or self-employed person and is in receipt of a pension or benefits sufficient to avoid his/her becoming a burden on the social security system of the UK and is covered by sickness insurance in respect of all risks in the UK.

If any of the categories above cease to apply to you, you will be required to register under the Worker Registration Scheme when you take up employment or change employers.

If you are in any doubt about whether you need to register please contact the Worker Registration Team as detailed in part 10 of the guidance notes.

Section 3: Personal details of Applicant

This section is to record your personal details, some of which will be printed on your Worker Registration Card and Certificate. Please make sure these details are the same as those on your passport or National Identity Card you submit with your application.

Section 4: Employment Details

This section is to give details of the employer you are working for, some of which are printed on your Worker Registration Certificate.

If you have more than one employer, please copy this page and complete Section 4 in full for each employer.

Section 5: Documentary Evidence

This section is to help ensure you have provided all the necessary documentation to support your application. This will help us confirm receipt of your documents and safeguard them whilst they are with us. Your passport and National Identity Card will be returned to you. Your photographs and the letter from your employer will not be returned to you; therefore, you can provide a copy of the letter rather than the original.

Please do not send any other documentation such as Marriage Certificates or personal financial details as these are not required.

If all the required documentation is not supplied or additional documentation is required we will contact you and provide a relevant correspondence address to send the documentation to.

If you have already been issued with a registration card and certificate, you should provide:

- A copy of a letter from your current UK employer confirming the start date of the employment. This is not legally required if your application is a renewal, but will help us process your application.

If you do not have a registration card and certificate, you must provide:

- A copy of a letter from your current UK employer confirming the start date of the employment.
- Two photographs with your name written on the back of each photograph (The photographs should be passport-sized and with a white background);
- An original valid current passport or National Identity card (photocopies are not acceptable); and
- Payment of £70.

Please note: For multiple applications, please submit a copy of a letter confirming the start date of the employment for each applicant.

Failure to provide all the required information and documents may delay your application or even result in your application being returned to you.

The following procedures will apply to applications that cannot be processed.

- No payment included** – where an application does not include a valid payment, we cannot accept your application. We will withdraw your application and return it to you advising you to re-apply enclosing the correct payment.
- Insufficient payment included** – where an application does not include the full payment of £70 we cannot accept your application. We will withdraw your application and return it to you advising that you re-apply enclosing the correct payment.
- Payment included but relevant documents not provided** – We will notify you to send the relevant documents within 14 days or the application will be refused, and returned to you with the fee refunded. It can take up to 4 weeks to refund your payment.

If your application is returned to you on grounds of incomplete payment, you should inform your employer and re-send the application with the correct payment.

Section 6: Applicant's Declaration

Please read, sign and date the declaration.

9. I have now completed my form. How do I apply?

Your employer should take a copy of the application form before it is submitted to the Home Office. They do not need to copy any guidance notes.

In order to simplify the application process, please ensure that the application is packaged in the following order:

- 1) Application form with cheque or postal order (if applicable) secured to page one of the form;
- 2) Passport/National Identity card; and
- 3) Supporting documents e.g. a copy of a letter confirming your employment from your employer(s).

You do not need to enclose the guidance notes with your application.

You should send your completed application to:

**Worker Registration Team
Home Office
Walsall Road
Cannock
WS11 0JA**

We recommend that you use Recorded or Special Delivery, as this helps us to record receipt of your application. Please make sure that you keep a record of the Recorded or Special Delivery number.

Couriered applications will only be accepted between 9am-5pm, Monday to Friday (excluding public holidays).

We are unable to accept e-mailed, faxed applications or hand delivered applications.

All payments will be checked for the following:

- i) If payment is necessary;
- ii) The payment slip is completed correctly; and
- iii) The payment method is valid.

10. I need help completing my form. Who can I ask for advice?

For advice about the WRS, including completing the application form, please contact the Worker Registration Team, 9am to 5pm Monday to Friday.

Telephone: 0114 259 6262 (until 31 October 2005, see below)

Fax: 0114 259 5961 (until 31 October 2005, see below)

E-mail: WRS@ind.homeoffice.gsi.gov.uk

Please note that from **1 November 2005** the Worker Registration Team contact details are:

Telephone: 0114 207 6022

Fax: 0114 207 6023

E-mail: WRS@ind.homeoffice.gsi.gov.uk

We do not have a public enquiry office.

When contacting the WRS Team by telephone please make sure you have the following information to hand, and when contacting us in writing please provide the following details in your e-mail:

- Applicant's full name, date of birth and nationality;
- Your WRS reference number, which is on your registration card and certificate, if you have one;
- The Recorded or Special Delivery number (if applicable); and
- The date on which the application was posted.

11. How long will it take to decide my application?

We aim to consider 70% of applications within 2 weeks and 90% within 4 weeks of receipt at Cannock.

Please see our website at www.workingintheuk.gov.uk for our current service delivery.

If you have sent your passport with your application, it is not advisable to make travel arrangements until you have received a decision on your application.