



What to do if your passport expires or your passport or BRP* is lost/stolen - June 2016

* BRP = Biometric Residence Permit (ID card). This guidance is based on frequently asked questions. It is not intended to be used on its own and you should always refer to the guidance on the ISIS web pages.

Inside the UK

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

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. The police will give you a crime reference number if it was stolen. You may need this to get a new passport and you will absolutely need it to obtain new student immigration permission. The Metropolitan Police will no longer provide a report for lost passports as explained [here](#).

2. Apply for a new passport at your embassy. You can find your embassy in the UK [here](#).

What if my visa was in my lost/stolen passport?

If your student visa was in the form of a sticker in your passport, you need to apply to [transfer](#) your student leave / visa onto your new passport. **Note:** If your visa was in the form of a BRP card you need to apply for a new card. The application processes are different.

To replace the visa in your passport, you need to fill out a Transfer of Conditions 'TOC' form and pay an application fee and provide your biometric information. You need to submit the TOC within three months of losing your passport in the UK. You will not receive a new visa sticker in your passport. Instead, you will get Biometric Residence Permit (BRP) card.

How much does a TOC cost and how long does it take to process?

TOC postal applications cost £223 and can take 8 weeks to be processed. If you apply in person, you can get your passport back on the same day and your BRP card will be posted to you within approximately 7 days. In person applications cost £723. You can download the application form and guidance from the [Home Office website - Transfer of Conditions](#)

What do I do if I don't yet have my new passport and it's been almost three months?

Even if your passport was lost/stolen and you have not yet obtained a new one, you must submit the TOC form to replace your visa sticker with a new BRP/visa within three months. You will need to enclose the police report and a letter explaining why you are not able to send your passport and when you expect to receive it.

My passport with my visa in it expired, and I have a new passport. Do I need to transfer my visa to the new passport?

If you obtain a new passport because your old one has expired, you can use both your old passport, containing your visa, and your new passport to travel to the UK. You are not required to transfer your visa to your new passport. However, if you are working or if you will rent private accommodation, then you will need to transfer your visa to the new passport as a visa in an expired passport is not acceptable as [evidence of your right to work in the UK](#).

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

If your visa was a BRP, you need to notify the Home Office using the [Online Form](#). This will cancel your BRP/current leave. Once you have reported your BRP lost, you must apply for a new card using form BRP (RC) within three months. The implications of not doing this in time are serious, you could be liable for a fine of up to £1000 or your visa could be cancelled. We recommend that you do this immediately. A new BRP card costs £56. You can download form BRP (RC) from the [Home Office webpage here](#).

How long will it take to get a new BRP in the UK?

Postal applications for a new BRP can take several months to process; the standard processing time is 8 weeks. However, if you are eligible, you may be able to make a premium in-person appointment when applying for a replacement BRP inside the UK. Premium appointments cost £500 (in addition to the £56 application fee for a new BRP) and usually result in having your new BRP within 7 days of your appointment.

If you are eligible and wish to make a premium appointment when you apply for a BRP, you can book the appointment from the [Home Office website](#).

Note: Because applications for new BRPs can take months to process, it is very important that you do not let your leave expire while you are waiting for a new BRP from the Home Office. If you need more time in the UK to complete your studies/need to make an application to extend your student visa but have submitted your passport with the BRP(RC), you need to go ahead and make a Tier 4 application before your leave expires. You should include a letter with your Tier 4 application explaining why you are unable to include your passport in the application.



Outside the UK

What do I do if my passport was lost/stolen outside the UK?

Report this 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.

Contact your embassy to obtain a 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.

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

STOP! If you are a non-visa national and can enter the UK at the border without applying first, you should not attempt to enter the UK as a Standard Visitor (tourist). If you enter the UK as a visitor, you may not be permitted to continue your studies. You must follow the steps to replace your visa so that you enter the UK with the correct permission.

What do I do if my visa was in my passport?

If your visa was in the form of a sticker in your passport and you do not have the passport with the original visa, you will need to apply for a Transfer of Conditions. The application fee is £189 outside the UK. In the online application form, you should select 'Other' for reason and visa type followed by 'Vignette Transfer' for the visa subtype. You will need details of your previous visa for your application; contact ISVAT if you do not have those details.

You do NOT need a new CAS for a TOC however you may need to show that you are still a student at LSE. An original letter from LSE would be ideal; however you can print your certificate of registration from LSE For You instead if you need it immediately.

What do I do if I lost my BRP outside the UK?

If you are outside the UK, report it [online](#) immediately to cancel your card (so that it cannot be used). You will need to apply for a temporary, single-entry 'Replacement Biometric Residence Permit' visa in order to re-enter the UK. You will not be able to get a full BRP replacement until you are back in the UK.

How do I get a single-entry replacement BRP and how much does it cost?

A single-entry replacement BRP visa costs £189. To apply, you must use the standard online visa application process: In the online application form, you should select 'Other' for reason and visa type followed by 'Replacement Biometric Residence Permit' for the visa subtype.

I am back in the UK – how do I get my full BRP and when should I do this?

You must apply for new full BRP within 1 month if you have returned to the UK on a 'Replacement Biometric Residence Permit' visa. Failure to apply in time could result in a £1000 fine or your visa being cancelled.

A new BRP costs £56 if you apply by post, however the processing time is 8 weeks. If you would like to get your BRP more quickly, you can apply by Premium Service for an additional £500 (so £556 total).

The replacement BRP application form (called BRP(RC)) is available [here](#). You should read the guidance, print every page and provide all applicable documentation. You may not be required to send your passport as part of your application; check section 3 of the application form for details.

You will need your police report and evidence that you are still a LSE student (eg. a Certificate of Registration from the Student Services Centre).

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



Quick links:

- [Find Local Police station in London](#)
- [Report a crime online](#)
- [Find foreign embassies in the UK](#)
- [UKCISA guidance on transferring a visa to a new passport](#)
- [UKVI Transfer of Conditions \(TOC\) Guidance Notes and Form](#)

Who do I contact for help? For further immigration advice [contact the ISVAT team online](#). If you have questions about your CAS, contact the team who issued your CAS.