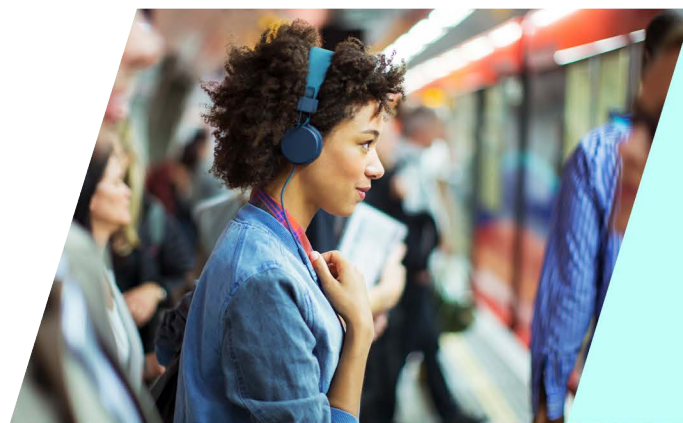


EU Settlement Scheme

Briefing information

January 2019





PURPOSE OF THIS DOCUMENT

You can use the information in this pack to increase awareness about the EU Settlement Scheme and provide EU citizens* with information on what they need to know and do. This has been designed so you, as employers, do not need to interpret the information.

The information in this pack is about the EU Settlement Scheme in line with the draft Withdrawal Agreement. This information relates to the scheme when it fully opens by 30 March 2019 and does not reflect conditions in pilot phases.

This briefing pack provides **key information** about the EU Settlement Scheme.

You can share this information with your **leadership, HR, line managers of EU citizen employees** and **EU citizen employees**, amongst others.

The content can be **used in webinars or face-to-face presentations**.

* EU citizens used throughout refers to **EEA and Swiss nationals**, who are all eligible to apply to the EU Settlement Scheme.



WHAT IS THE EU SETTLEMENT SCHEME?

What does it mean for me?

- In line with the draft Withdrawal Agreement, if you are an EU citizen, you and your family members will be able to apply to the EU Settlement Scheme to continue living in the UK after 31 December 2020.
- The EU Settlement Scheme allows you and your family members to continue to live, work and study here in the UK. It means you continue to be eligible for:
 - public services, such as healthcare and schools
 - public funds and pensions
 - British citizenship, if you want to apply and meet the requirements.

Am I eligible to apply to the EU Settlement Scheme?

- ✓ You need to apply if you are an EU citizen or a non-EU family member of an EU citizen, this includes those with a UK permanent residence document. You do not need to apply if you have indefinite leave to remain or enter, or you are an Irish citizen, but you can if you want to.*
- ✓ You need to be a resident in the UK by 31 December 2020. If you have been a resident in the UK for more than five continuous years you will be eligible for settled status. If you have been a resident for less than five continuous years you will be eligible for pre-settled status.
- ✓ You must not be a serious or persistent criminal, a threat to national security, or have a deportation order, exclusion order or exclusion decision against you.

Eligible nationalities: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or Switzerland.

* Irish citizens do not need to apply to the scheme to protect their rights in the UK, though they are able to do so if they wish. Non-Irish family members of Irish citizens will need to apply to the EU Settlement Scheme if they wish to remain in the UK after 31 December 2020.



WHAT IS THE EU SETTLEMENT SCHEME?

2 OF 2

What about my family members?

- **If you are an EU citizen living in the UK, you and your family members are protected under the EU Settlement Scheme.** Family members do not need to be from the EU; they can come from anywhere in the world (referred to as non-EU citizen family members).
- Close family members who are not living in the UK by 31 December 2020 will be able to join you in the UK at any point in the future. They will need to be able to show their relationship to you and it must still exist when they apply to come to the UK. Close family members include spouses, civil partners, unmarried partners, dependant children and grandchildren, and dependant parents and grandparents. For more information on this please visit [GOV.UK](https://www.gov.uk).
- Children born or adopted after 31 December 2020 will also have their rights protected.

When can I apply?

- **The EU Settlement Scheme will be fully open by 30 March 2019.** In line with the draft Withdrawal Agreement, you and your family members will have until 30 June 2021 to apply and your rights will remain unchanged until then, provided that you are resident in the UK by 31 December 2020.



HOW DOES THE APPLICATION PROCESS WORK?

You can access the application online using a computer, tablet or mobile phone. If you want, you can save your application and complete it later on. There are three key parts to the application: identity, residence in the UK, and criminality.



When you apply

The application asks for **basic factual information** like your name, address and reference numbers such as your passport, national identity card or National Insurance number.

You can use the **EU Exit: ID Document Check app** to fill in this information.



Proof of identity

Verify your identity by scanning your biometric passport, biometric national identity card or biometric residence card using the **EU Exit: ID Document Check app**. Alternatively, you can send your identity document to the Home Office by post. You will also need to verify your identity by uploading a **photo of yourself** using the app or directly to your online application.



Proof of residence

Prove your residence in the UK by providing your **National Insurance number**, if you have one.

Other documentation may be used, or required, to show proof of residence.



Criminality check

Complete the criminality check by declaring any **criminal convictions**. Only serious or persistent criminality will affect your application.

This will not affect the vast majority of EU citizens and their family members.


You will be able to get support over the phone or in person if you need online assistance.



KEY THINGS TO KNOW ABOUT THE APPLICATION

This information is in relation to the EU Settlement Scheme when it fully opens by 30 March 2019.

Verifying your identity

- You can verify your identity using the **EU Exit: ID Document Check app**. To use this app you will need to have a valid biometric passport (that has  symbol on it) or biometric national identity card. Non-EU citizens must have a biometric residence card to use the app.
- This functionality is only available on Android devices - an easy way to check if your Android device can do this is whether your device has the technology to make contactless payments. If you can't complete this step using the app, you can use a family member or friend's device to verify your identity. There are no security risks in doing this and your data is not stored on the device. The application process is fully digital. However, if the EU Exit: ID Document Check app is unable to read your biometric chip, either due to a damaged chip or some other reason, you will be asked to send your identity document to the Home Office by post. We will ensure passports are returned without delay.
- If you do not have a biometric identity document, or if you prefer, you can **send your identity document to the Home Office in the post**.

Proof of residence

- There are a **number of ways to provide evidence** of your residence. Providing your National Insurance number (if you have one) should help you prove your residence in the UK. It will help tell us whether you are eligible for settled or pre-settled status.
- There may be **cases where residence cannot be proven automatically in this way** and we may require additional evidence. If that happens, do not worry. You will be told if you need to give any further evidence which you can easily submit online by uploading photos or scanning your documents into your application. Go to [GOV.UK](https://www.gov.uk) to see a list of suggested evidence that is accepted.



YOUR STATUS

Settled or pre-settled status

- Successful applicants will get digital proof of their status through an online service. Your family members who are from outside the EU will receive a biometric residence card if they do not already have one.
- If you receive **settled status** (also known as indefinite leave to remain or enter) this means there is no time limit on how long you can stay in the UK. Subject to approval by Parliament, you should be able to spend up to five years in a row outside the UK without losing your settled status.
- If you receive **pre-settled status** (also known as limited leave to remain or enter) this means you can stay in the UK for a period of five years. This will allow you to remain in the UK until you are eligible for settled status, generally once you have lived continuously in the UK for five years.

How do you access your status?

- **Your status will be stored electronically** by the Home Office. Once you receive your status, details will be provided on how to access it on GOV.UK.
- **You will be able to prove your rights to others online**, including employers and landlords. Help will be available if you have difficulties using online services. If you are an EU citizen, you can continue to use your passport or national identity card as proof of your rights until 30 June 2021.

WHERE CAN I FIND OUT MORE?



What is the EU Settlement Scheme?

The application

Glossary

GOV.UK

Visit the website [gov.uk/eu-settled-status](https://www.gov.uk/eu-settled-status) to:

- Get email alerts
- Get more detail on the EU Settlement Scheme
- Find out about next steps and citizenship