



# Application for a Replacement, Copy or Amended Letter or Document Confirming Immigration Status

Please complete in BLOCK CAPITALS and in black ink.

In accordance with paragraph 34 of the Immigration Rules, this form is a specified form for the purpose of the Immigration Rules and must be used for all applications made on or after the date shown on this page for the purposes stated on this page.

## Holders of Isle of Man EU Settlement Status should use this form to apply for a replacement Status Letter.

This application form is for replacement documents such as an EU Settlement Scheme Status Letter and not for the Transfer of Conditions between passports or the issue of No Time Limit. Form NTL/TOC is used for these applications.

You may include children under the age of 18 if they are applying as your dependants. But they must pay the specified fee if they apply separately. Children aged 18 or over may not be included. They must apply individually and pay the specified fee in each case.

## The Fee — Applications for a Replacement, Copy or Amended Letter or Document Confirming Immigration Status where the applicant has Limited Leave to Enter or Remain

For single applicants on form REP with no dependants applying, there is a fee of **£161**.

If one or more dependants are applying with you, the fee increases by **£161** for each dependant as shown in the table.

Number of applicants	Fee
Yourself and 1 dependant	£332
Yourself and 2 dependants	£483
Yourself and 3 dependants	£644
Yourself and more than 3 dependants: Add £161 to the amount above for each additional dependant	

## The Fee — Applications for a Replacement, Copy or Amended Letter or Document Confirming Immigration Status where the applicant has Indefinite Leave to Remain

For single applicant on form REP with no dependants applying with you, there is a fee of **£229**.

If one or more dependants are applying with you, the fee increases by **£229** for each dependant as shown in the table.

Number of applicants	Fee
Yourself and 1 dependant	£458
Yourself and 2 dependants	£687
Yourself and 3 dependants	£916
Yourself and more than 3 dependants: Add £229 to the amount above for each additional dependant	

You must pay by one of the following methods:

- Cheque - made payable to 'Isle of Man Government'
- Postal Order - made payable to 'Isle of Man Government'
- Debit Card - (only 'in person' applications at the Immigration Service)
- Cash - (only 'in person' applications at the Immigration Service)

Application for a replacement, copy or amended version of a letter or document confirming that the applicant has limited leave to enter or remain in the Isle of Man

Valid for use from January 16th 2024

## Fees notes

### Consideration process

If the payment submitted does not cover the full cost of your application, it will be an invalid application and the form, together with any documentation submitted, will be returned to you.

**The fee charged is for the processing and consideration of the application.** This fee will be payable once the application is received by the Isle of Man Immigration Service, regardless of the outcome of the application.

We cannot begin the consideration process until the payment has cleared. We allow 5 business days for payments made by cheque to clear, debit cards and postal orders will clear immediately.

Should the application be withdrawn at any time during the consideration process the fee will not be refunded.

This form should be completed **fully** and returned, together with the relevant documentation\* to:

**Isle of Man Immigration Service  
Customs and Immigration Division  
Government Office  
Bucks Road  
Douglas  
Isle of Man  
IM1 3PN**

**\*(please ensure that the documents indicated in Section 4 have been supplied and the relevant boxes ticked accordingly)**

### Disclaimer

Missing documentation could result in your application being delayed or refused.  
Your documents will be returned to you once a decision has been made on your application.

The Isle of Man Immigration Service aims to have all applications processed within 28 business days once in possession of the application and supporting documents. **Your passport will be held by the Isle of Man Immigration Service** until a decision has been made on your application. You should not book any travel until you have **received a decision on your visa application and have had your passport returned to you.**

**The Isle of Man Immigration Service does not accept any responsibility for travel that is booked by you.**

Where a person whose application or claim for leave to remain is being considered requests the return of his passport for the purpose of travel outside the common travel area, the application for leave shall, provided it has not already been determined, be treated as withdrawn on the date that request is received by the Isle of Man Immigration Office — Paragraph 34J of the Immigration Rules.

Customs and Immigration is a Division of the Treasury, a Department of the Isle of Man Government.

# Application for a Replacement, Copy or Amended Letter or Documents Confirming Immigration Status

Please state Isle of Man Immigration status that you currently hold below:  
(e.g. Pre-settled or Settled Status under the EU Settlement Scheme)

**Section 1 Applicant's details**

Title (Mr, Mrs, Ms, Miss, Other)

Full name (main name first)

Nationality

Date of birth

Passport number

Current address in the Isle of Man

Telephone number

Email address

**Section 2 Family details**

Do you have a partner and/or children under 18 living with you in the Isle of Man, who is also applying for a Replacement, Copy or Amended Letter or Documents confirming Immigration Status with this application?

Yes

No

If **Yes**, please give their details below. Continue on another sheet if necessary.

Full name

Nationality

Date of birth

Relationship to you

Full name

Nationality

Date of birth

Relationship to you

Full name

Nationality

Date of birth

Relationship to you

Full name

Nationality

Date of birth

Relationship to you

**Section 3 Criminal history**

**It is mandatory to complete this section. If it is not completed, the application will be invalid and returned to you. Information given may be checked with other agencies.**

Under the Rehabilitation of Offenders Act 2001 (Exceptions) (Immigration and Nationality) Order 2016, Sections 4 and 5 (1) of the Rehabilitation of Offenders Act 2001 Act do not apply, therefore for the purposes of this application you are required to **declare ALL convictions including those deemed as spent under the Rehabilitation of Offenders Act 2001.**

**It is an offence under section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true. Information given will be checked with other agencies.**

**3.1** Do you have any Criminal Convictions in the Isle of Man, UK or other country (including traffic offences)?

Yes

No

If **Yes**, you must give details below. Continue on another sheet if necessary. (see note below)

**First sentence**

Nature of offence

  

Date sentenced

Sentence given

Country where sentenced

**Second sentence**

Nature of offence

  

Date sentenced

Sentence given

Country where sentenced

**Third sentence**

Nature of offence

  

Date sentenced

Sentence given

Country where sentenced

**Proceed to Section 4**

## Section 4 Documentary Evidence

The documents needed in support of your application, as well as those of any dependants included in your application, are listed below. Please tick the relevant box where a document has been provided. All documents must be originals.

**Your current passport.** Provide your previous passport with your application if you are applying for an amended letter or document (e.g. you have changed your name and wish to have this updated) or used a previous passport when applying for your Immigration Status.

**Current or previous passports (where relevant) of each dependant applying with you.** See above regarding where a previous passport is required.

**If you hold Indefinite Leave to Remain (Settled Status), documentary evidence to demonstrate that you, and any dependant(s) included in the application have resided continuously in the UK or Isle of Man since being granted Indefinite Leave, and that you are, at present, resident in the Isle of Man.**

**You must now complete Section 5.**

## Section 5 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. If you are under 18, your parent or guardian must sign.**

I hereby apply for a Replacement, Copy or Amended Letter or Document confirming that I, and any dependants listed on this application, hold (*delete as appropriate*) **Indefinite Leave (Settled Status) / Limited Leave (Pre-Settled Status)**.

The information I have given in this application is complete and is true to the best of my knowledge.

If there is a material change in my circumstances or any new information relevant to my application becomes available before it is decided, I will inform the Isle of Man Immigration Service immediately.

I understand that documents provided in support of this application will be checked for authenticity, and that false documents will be retained and may result in my application being refused and/or in my prosecution and subsequent removal from the Isle of Man.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make, to a person acting in execution of any of these Acts, a statement or representation which I know to be false or do not believe to be true.**

I understand that all information given by me will be treated in confidence and will be processed by Isle of Man Treasury for the purpose of determining my visa application.

Data will be processed in accordance with the Data Protection Act 2018 and the GDPR and LED Implementing Regulations 2018. Privacy Notices can be found at [www.gov.im/immigration](http://www.gov.im/immigration)

(Data Protection Officer: [DPO-Treasury@gov.im](mailto:DPO-Treasury@gov.im) Tel: 01624 686791)

Signed

Date