

## Transfer of Immigration conditions

Applications will only be accepted by post, or by hand delivery. Please ensure the application, together with all supporting documentation, is presented in a sealed envelope marked Immigration Casework. Failure to submit all the required documentation may delay in the application being processed or result in the application being returned.

Postal applications should be sent to: Customs and Immigration Service, Maritime House, La Route du Port Elizabeth, St Helier, JE1 1JD. **Please note that this Office is closed to the public**

Please be advised that the processing time for all applications is three weeks from the date the application is received and that you will be notified either by phone or email when your documents are ready for collection.

### Transfer of conditions

Tick a box to show why you are applying for transfer of conditions (  )

<b>Indefinite Leave to remain / Permanent Residence (EEA)</b>	
<b>Work permit holder</b>	
<b>Spouse/Unmarried/Civil Partner/Child/Youth Mobility Scheme / UK Ancestry / Discretionary Leave / EEA Family Permit</b>	
<b>Other (Please specify)</b>	

### Section 1 Applicant's Details

Title (Mr, Mrs, Ms, Miss, Other): \_\_\_\_\_

Full Name (As shown on Passport): \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male \_\_\_\_/Female \_\_\_\_ (✓)

Immigration status: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

Address in Jersey: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone Number (Home & Work): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Email address: \_\_\_\_\_

Documentary Evidence	Enclosed (✓)
Your previous passports showing immigration endorsement and new passport	
<b>Indefinite leave to remain / Permanent residence (EEA):</b> Evidence that you are currently in Jersey and you have not been absent for a period of 2 years or more prior to the transfer of conditions. Please note that if you have naturalised as a British citizen your application will not be considered.	
<b>Work permit holder/dependant:</b> Should there be any material changes to your personal circumstances please explain in writing and include documentary evidence.	
<b>Spouse/Unmarried/Civil Partner/Child/Discretionary leave/EEA family permit:</b> Should there be any material changes to your personal circumstances please explain in writing and include documentary evidence.	
<b>Other (Please specify and provide current passport):</b> If the Entry Clearance has been made valid for 1 month only and there is a requirement to collect a UK biometric resident permit from a UK post office, please also enclose Home Office letter.	

## Section 2 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 confirm that I am physically present in Jersey at the time of making this application.

I understand that all information given by me will be treated in confidence by the Customs and Immigration Service but that it may be disclosed to other government departments, agencies and the police where necessary for immigration or nationality purposes or to enable them to carry out their functions.

I am aware that it is an offence under the Immigration Act 1971 to make, to a person acting in execution of the Act, a statement or representation which I know to be false or does not believe to be true.

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

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Data Protection Notice:

As a 'controller' under the Data Protection (Jersey) Law 2018 we process and hold your information in order to provide public services and meet our statutory obligations. We may not be able to provide you with a service unless we have enough information or your permission to use that information. Below, we explain what we collect; how we will use your information; and what your rights are.

<p>We have collected your personal details (name; address, contact details; and DOB) and we do this in order to carry out the service you have requested; to monitor and improve our performance; to ensure that we meet our legal obligations; to prevent and detect crime; to process financial transactions including grants or payment of benefits; to allow the statistical analysis of data so we can plan the provision of services; and where necessary, for our law enforcement functions; or to protect individuals from harm or injury.</p>	<p>We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. Please see our published retention schedules for more detail about how long we retain your information. We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data. We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.</p>	<p>You can ask us: to stop processing your information; to correct or amend your information; for a copy of the information we hold about you. You can also: request that the processing of your personal data is restricted; and withdraw your consent to the processing of your information.</p> <p>You can complain to us about the way your information is being used by contacting us at <a href="mailto:dataprotection2018@gov.je">dataprotection2018@gov.je</a> Alternatively you can complain to the Information Commissioner by emailing <a href="mailto:enquiries@oicjersey.org">enquiries@oicjersey.org</a>.</p>
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<b>FOR OFFICIAL USE ONLY</b>	
Iris Reference	
Passports – check stamps to ensure applicant is physically in the island	
Check applicant has not been absent for a period of 2 years or more	
Check applicant has not naturalised as a British Citizen	
Check whether there have been any material changes to applicant's circumstances	
Check BRP collection letter enclosed (if applicable)	

**Check list for documentary evidence enclosed with this application**  
**To be completed by the main applicant for all applications**

<b>Documentary Evidence Type</b>	<b>Specify number and type of items enclosed as appropriate</b>
Passports (specify passport numbers)	
Birth / Marriage/Relationship certificates	
Financial documents (e.g. bank statements and payslips)	
Residency / accommodation documents (e.g. mortgage / deeds / tenancy agreements)	
Subsisting relationship documents covering the qualifying period	
Work Permit	
Employment letters	
KoLL - Citizenship Test / English language requirement	
Other documentation	
Payment (specify type of payment and amount)	