

Registering with the Police

Frequently Asked Questions

When must I register?

As soon as possible after your arrival in the United Kingdom. If your passport contains only a 30-day visa because you are due to collect a Biometric Residence Permit (BRP) for the rest of your stay, please **do not** register until you have collected the BRP.

How do I create an online account?

When you are registering for the first time you will need to create an online account <https://foreignnationals.westyorkshire.police.uk/>.

When creating the account you will be asked for:

- personal details
- contact details
- family member details (if required)
- passport details
- visa/travel details
- study/employment details
- access/ability to upload a passport style photograph

There is a 20 minute time limit for completing the registration process and you won't be able to save your form, so please make sure you have everything before you start.

Do I need an appointment?

Yes – once you've created an account and given your details you'll be asked to make an appointment at Pudsey Police Station. If there are no available appointments within seven days, please book the earliest available appointment. Please do not visit the police station without an appointment as you will not be seen.

Where are the appointments?

Overseas Registration Office, Pudsey Police Station, Dawsons Corner, Bradford Road, LEEDS, LS28 5TA. Telephone numbers are: 0113 2414917 / 2414817 / 2414860 / 2414899

How much do I have to pay for registration?

Registration costs £34 per person and is payable by card at the appointment.

What happens at the appointment?

Please make sure you arrive ten minutes before your appointment time – if you are late, they won't be able to complete your registration.

Your passport will be photocopied and given back to you, and you will be given a receipt and instructions regarding the collection of your Police Registration Document (or Certificate). You will need to present your receipt when collecting your Certificate.

What do I need to bring to the appointment?

Your passport or travel document, your biometric residence permit (BRP) (if applicable), the £34 card payment is required, confirmation of your status in the UK (i.e. study letter or work permit / employment letter) and proof of address, for example a tenancy agreement or letter from the University (including the room number)

What will happen if I do not register with the Police within seven days?

Failure to register with the Police is an offence under Section 26(1) (f) of the Immigration Act 1971 and where a person fails to register, the Police can consider prosecution. You can be liable to a fine of up to £5,000, six months' imprisonment, or both. Your stay in the UK may also be affected.

You may not be able to get an appointment within seven days but you must have created an account and booked the earliest available appointment.

Does everybody have to register with the Police, including children?

All foreign nationals (as shown in the list of countries) aged sixteen years or over will normally have to register with the Police. Registration may also depend on the type and length of the visa granted. You may be a national from a country that is not included on the list and may have to register. If this is the case, you should seek advice from the Overseas Registration Department and checks will be made with the local immigration authorities.

Once I have initially registered, do I need to do anything else in the future?

Once registration is completed, you MUST inform the Police of any of the following changes, within seven days.

- Change of Residential Address
- Change of College, University, Occupation or Course
- Change of Name
- Change of Nationality
- Change of Marital status
- New Entry Visa granting an extension of stay
- New Home Office extension to your Visa
- New Passport or travel document issued
- PRC lost, stolen or damaged

Failure to report any of the above changes will render the offender liable to a fine of up £5000, six months imprisonment or both.

How and where can I report changes?

You must report these changes using the online system and then obtain an appointment within seven days of the change.

Appointments will be at Pudsey Police Station.

Please take to the appointment your police registration certificate (PRC) and proof of the change. They only accept original documents. All changes are free of charge except where the PRC is lost, stolen or damaged and then you will have to pay £34 for a replacement.

What is a police registration certificate?

A police registration certificate (PRC) is a document that proves you have complied with the requirement of your visa. The PRC will be issued to you at the end of your registration process.

Your PRC may be accepted as proof of identity in the UK. However, we don't recommend you carry it with you. Please keep it in a safe place with your passport and travel documents.

If a police officer asks you to produce your PRC, you then have 48 hours to show your PRC at any police station.

What should I do with my Police Registration Certificate when my stay in the UK is completed and I am returning to my home country?

You may keep your Police Registration Certificate and if you decide to return to the UK at a later date you may be able to use it again.

If you intend to leave the UK permanently, you must report this change by email, you do this by submitting the form at the following link. Please make sure you include in your enquiry the departure date, airport and country you intend to travel to.

<https://www.westyorkshire.police.uk/form/contact-us-about-overseas-visito>

Who can I contact if I have any queries regarding Police Registration?

You can contact the Overseas Registration Office:

Pudsey Police Station	Telephone: 0113 2414917
Dawsons Corner	0113 2414817
Bradford Road	0113 2414860
Leeds	0113 2414899
LS28 5TA	

Email : PoliceRegistration@westyorkshire.pnn.police.uk



Further information:

<https://www.westyorkshire.police.uk/advice/our-services/registering-overseas-visitor/register-foreign-national>

Student Immigration Advice and Compliance Team:

siac@leedsbeckett.ac.uk

0113 812 3244 / 5735