Your Guide to:

The Oxfordshire Nationality Checking Service
What is the Nationality Checking Service?

- The Nationality Checking Service is a partnership between the Home Office Border and Immigration Agency, and Oxfordshire County Council.

- It allows you to make your application for British Citizenship in person, and for your forms to be checked by Oxfordshire's Nationality Checking team to ensure they are correct and complete before they are sent to the Home Office.

Oxfordshire's Nationality Checking Service (NCS) will help you to get your application for British Citizenship right first time. The service is also available to non-Oxfordshire residents.

Why should I use the service?

The aim of the service is to help reduce delays in the process of applying for British Citizenship.

Advantages

- Applications that are completed correctly and have all the correct documentation will arrive at the Home Office complete thus avoiding unnecessary delays.

- Your passport and other valuable important documents (such as marriage certificates) will remain in your safekeeping, rather than sending them to the Home Office.

- The service ensures peace of mind for clients that their applications are complete.

Our NCS team is trained and registered with the Office of the Immigration Services Commissioner (OISC). We will give you a fast, efficient, and friendly service.

Use of this service does not mean that applications to the Home Office will be 'fast-tracked'
How we can help

For a set fee a trained, registered advisor will:-

- Check your application forms have been completed fully and correctly
- Ensure all relevant documents are attached
- Check that the correct fee has been submitted
- Check, copy and certify your documents, including valuable documents such as passports and marriage certificates. You will keep all originals
- Collect in and submit Life in the UK certificates and other evidence of competence in the English language
- Send your application form together with certified copies of documents by special delivery to the Home Office for you.

How much will it cost to use the Nationality Checking Service?

We have a scale of fees for the checking service.

- Please visit our website on: www.oxfordshire.gov.uk/nationalitycheckingservice
- Or telephone us on 0845 129 5900 for full details.

Please note that the Nationality Checking Service fees are exclusive of any additional fee the Home Office may make for processing your application. The Nationality Checking Service fee is not refundable should your application to the Home Office be unsuccessful unless you have a valid complaint against the service.
How to use the Nationality Checking Service?

- You need to make an appointment to see one of our NCS checking officers.

- You must make your application in person. If you are married, or in a civil partnership and are making a joint application then both of you must attend the appointment. If you are making an application for children under 18 years old, they do not need to be present.

Please bring the following documents with you:-

1. Your completed Citizenship Application form
2. Your passport or passports to cover at least the last 5 years
3. The original copy of your successful 'Life in the UK' test certificate, or if you have completed a course of study in ESOL (with Citizenship), you will need to provide a certificate showing the level that you have attained together with a letter from the college certifying that the qualification was gained on a course using citizenship materials.
4. Marriage or Partnership Certificate and Spouse or Partners UK passport if married or in a Civil partnership with an UK citizen
5. All the documents listed in the application form guidance notes
6. The payment for the Home Office for your application. This can be a credit/debit card, cheque, or Transcash.
7. Our NCS fees can be paid by credit/debit card or cheque. Fees are taken in advance and are non-refundable unless appointment is cancelled or rearranged within 48 hours of appointment date.
Application forms and information

For more information on Oxfordshire's Nationality Checking Service, or to book an appointment contact us by:

- Telephone: 0845 129 5900
- Fax: 01865 815534
- Email: registeroffice@oxfordshire.gov.uk
- Visit our website www.oxfordshire.gov.uk/nationalitycheckingservice

To obtain copies of the British Nationality Application Form, you can either:

- download a copy from the Home Office website www.ind.homeoffice.gov.uk or
- contact the Home Office direct on 0845 010 5200 for them to send you a copy, or
- contact the UK Border Agency, Nationality Group, PO BOX 306, Liverpool, L2 OQN
  You can email: ukbanationalityenquiries@ukba.gsi.gov.uk

Useful website links:

- Border and Immigration Agency of the Home Office: www.bia.homeoffice.gov.uk
- Office of the Immigration Services Commissioner: www.oisc.gov.uk
- Life in the UK test website: www.lifeintheuktest.gov.uk

'Comments and Complaints'

We welcome all comments from our customers, whether they are positive or negative, and will use these whenever possible to improve our service. If you have a comment or complaint please contact the Superintendent Registrar, Oxford Register Office, 1 Tidmarsh Lane, Oxford, OX1 1NS, or email: registeroffice@oxfordshire.gov.uk
Oxford Register Office is open Monday-Thursday 9am-4.30pm, and Friday 9am-4pm. For availability of Registrars at other offices, appointments, information and advice please telephone 0845 129 5900

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