Police registration: at the police station

When you arrive in Leeds, you may need to register with the police, depending on where you've come from and how long you'll be here.

Who needs to register with the police?
If you're from one of the following countries you'll need to register with the police:

Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Hong Kong, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen.

You're only required to register with the police if you have been given permission to stay in the UK for more than six months. Check for specific instructions printed on your visa, BRP or decision letter; if it says “Pol. Reg”, “Register/Report to Police”, “Pol. Registration” or similar, you must register with the police.

When to register
You should register with the police as soon as possible after you arrive in the UK. West Yorkshire Police give you up to 30 days to start registering with them at Pudsey Police Station. You may need to visit the Overseas Registration Office more than once, before you successfully complete police registration.

How to register
You'll need to register with the police at the Overseas Registration Office in Pudsey Police Station. Pudsey is a short journey from Leeds. Information on how to get there is on the next page. The full address is:

Overseas Registration Office
Pudsey Police Station
Dawsons Corner
Bradford Road
Pudsey
LS28 5TA

You'll need to collect your Biometric Residence Permit (BRP) first, as this is one of the documents you'll need for police registration. You can find more information on how to collect your BRP at http://students.leeds.ac.uk/brpcollection

Opening hours
The Overseas Registration Office is open for University of Leeds students to register from 9am - 1pm and 2.15pm - 4pm on Tuesdays and Wednesdays only. The office is very busy at lunch times so it's better to go either earlier or later in the day. The last registration time is at 3.30pm.
**How to get there**
Pudsey Police Station is not in Leeds city centre, so you will need to travel by bus, train or taxi.

You can travel by bus by taking the number 508 or the number 72 from Eastgate in Leeds city centre. Both buses take you very close to Dawsons Corner where the police station is located.

If you wish to travel by train, you should depart from Leeds train station to New Pudsey train station and then walk to the police station.

If you want to travel by taxi, make sure you use a pre-booked service from a registered taxi company such as Amber Cars (0113 202 2117) or Arrow Private Hire (0113 258 5888).

More travel information, maps and links to bus and train timetables are at [http://students.leeds.ac.uk/policeregistration](http://students.leeds.ac.uk/policeregistration)

**Documents you need to register**
You will need to take with you:
- A completed police registration form (attached)
- Your passport
- Your Biometric Residence Permit (BRP)
- 1 passport sized photograph
- The administration fee of £34 for each passport. Card payment is preferred to cash payment and the following cards are accepted: Visa, Visa Debit, Visa Electron, Mastercard, Mastercard Debit, Maestro.

The police registration certificate does not expire but costs £34 to replace if it is lost.

**Reporting changes**
After you have registered with the police, if your circumstances change, you need to update your police registration certificate. You must report any of the following changes to the police at Pudsey Police Station within seven working days or you risk a fine of up to £5,000:
- Change of address
- Change of college, university or occupation
- Change of marital status
- New entry visa granting an extension of stay
- Extension of stay granted in the UK
- You are issued with a new passport
- You have a child born in the UK.

**Leaving Leeds**
Before you leave, contact the Overseas Registration Office by phone or email to tell them the reference number on your police registration certificate and the date and place of your departure. The contact details for the Overseas Registration Office are:

0113 241 4917 / 0113 241 4817 / 0113 241 4860 / 0113 241 4899
PoliceRegistration@westyorkshire.pnn.police.uk

The information contained in this leaflet is accurate at the date of publication: 24/08/2018