



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 or territories you'll need to register with the police:

Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Hong Kong (SAR), Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Macau (SAR), 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. You are required to book an appointment within 7 days of your arrival to the UK in advance of your visit to the police station to register with the police.

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>

Booking an appointment

You need to book an appointment in advance of your visit to the police station, this web page confirms how you can book an appointment: <https://www.westyorkshire.police.uk/advice/our-services/registering-overseas-visitor/register-foreign-national/how-register>

Please ensure that you arrive at Pudsey Police Station 10 minutes prior to the time of your appointment. If you arrive late then you may not be seen.

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/police/registration>

Documents you need to register

You will need to take with you:

- Your passport
- Your Biometric Residence Permit (BRP)
- Your University offer letter or CAS
- Proof of address such as an accommodation contract or tenancy agreement
- The administration fee of £34. Card payment is required 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 7 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