



**You can swap your Status Declaration for a Permanent Resident Certificate online. There is no administration fee for this swap.**

**1) Before you start** You will need:

Photo ID - you can photograph or scan your Passport, Driving Licence or other

You will need your Status Declaration reference number which is **SD/** / .

**2) Registering online**

In order to apply you will need to be registered with our online portal at [populationportal.gov.gg](http://populationportal.gov.gg). If you click the green 'Login' button, you will be taken to a page where you will need to click on 'New user? Register'. This will take you to a page where you create a new account. You will need to provide the information requested and then click 'Register'. This will generate an email to your email address where you will need to verify your account.

**3) Application**

Once registered, go to the following link - [gov.gg/decision-funnel](http://gov.gg/decision-funnel) and select 'I've lost my document or I want to swap my status declaration for a new document' and continue with the steps as per the screen shot below and finally select 'Apply'.

My current document will expire soon

This is my first Population Management document

I'm not sure what document I need

My circumstances have changed

I think I am a Permanent Resident - Unlimited ('full') Local Market residence rights

**I've lost my document or I want to swap my Status Declaration for a new document**

**I've lost or want to swap my Status Declaration - Unlimited ('full') Local Market residence rights**

If you have lost or want to swap your **Status Declaration** (a Housing Control document) you will need to replace it with a Permanent Resident Certificate (a Population Management document giving you the same rights), and you can apply here.

Your Status Declaration is still valid, so if you still have it, there is no need to swap it for a new document. But if you want to swap anyway, you can apply here.

Documents Required:

- Status Declaration reference number e.g. SD/1994/111 (if known)
- Photo ID (e.g. Passport, driving licence)

**Apply**

