

GUIDANCE FOR ISSUING STATUS DOCUMENTATION FOR GRANTS OF LEAVE INCLUDING FURTHER GUIDANCE FOR CASES WHERE NO PHOTOGRAPHS HAVE BEEN PROVIDED

Table of Contents

1 Introduction

1.1 Application of this instruction in respect of children and those with children

2 United Kingdom Residence Permits

3 Immigration Status Documents

4 Obtaining Passport Photographs

4.1 First Reporting Event

4.2 Issuing Invitation to Interview Letters:

4.3 Substantive Interviews:

5 Return of Photographs

5.1 Action for staff in the Document Management Centre:

5.2 Action for staff in Team Support:

6 Preparing Immigration Status Documents

7 Preparing Vignette Implementation Pro Formas (VIPs)

8 Preparing Accompanying Letters and Information Sheet Covering Letters

9 Obtaining United Kingdom Residence Permits

10 On - Entry Port Dependants Cases

11 Blocking EURODAC Records

12 Issuing United Kingdom Residence Permits

12.1 For Case Owners:

13 Actions if Corrections Are Required Before a UKRP can be Produced

14 Decisions Which do Attract a Right of Appeal – No Photographs Supplied

14.1 Actions for Asylum Teams

14.2 Actions for Legacy

14.3 Actions for POU

14.4 Actions for AIU

15 Obtaining UKRPS for Applicants Who Were Formally Detained at Oakington Reception Centre

Glossary

1 Introduction

This instruction gives guidance on issuing status documentation with photographs that must be used when implementing grants of Refugee Status, Humanitarian Protection (HP) and Discretionary Leave (DL). It also provides guidance for cases where photographs have not been supplied. Where a specific section applies to the New Asylum Model (Asylum Teams), LCD or another unit, this has been referred to in the guidance.

1.1 Application of this instruction in respect of children and those with children

Section 55 of the Borders, Citizenship and Immigration Act 2009 requires the UK Border Agency to carry out its existing functions in a way that takes into account the need to safeguard and promote the welfare of children in the UK. It does not impose any new functions, or override existing functions.

Officers must not apply the actions set out in this instruction either to children or to those with children without having due regard to Section 55. The UK Border Agency instruction 'Arrangements to Safeguard and Promote Children's Welfare in the United Kingdom Border Agency' sets out the key principles to take into account in all Agency activities.

Our statutory duty to children includes the need to demonstrate:

- Fair treatment which meets the same standard a British child would receive;
- The child's interests being made a primary, although not the only consideration;
- No discrimination of any kind;
- Asylum applications are dealt with in a timely fashion;
- Identification of those that might be at risk from harm.

This instruction makes reference to separate guidance for interviewing applicants, which include the conditions that apply to the management of children in interviews.

2 United Kingdom Residence Permits

The UK Residence Permit (UKRP) in the form of a secure vignette replaced the Code 1A ink stamps in passports and personal date stamps on status letters, which previously indicated that an individual had been given permission to stay in the UK. The UKRP vignette was introduced for a person granted leave to enter or remain in the UK as a result of an asylum decision made on and after the 15 March 2004. The UKRP is held either in the applicant's passport if appropriate and available or held in an Immigration Status Document (ISD). It is based on a common European Union (EU) format allowing easy identification across the whole of the EU. The vignette contains security features that make it much harder to forge or change than ink stamps.

Paragraph 3 of Article 9 of Regulation (EC) 1030/2002 will require all vignettes to be produced with a photograph. In accordance with this regulation, we are implementing a new policy. If there is no photograph available at the decision service event, or when the decision is served by post all papers minus the Vignette can be served from 9th October 2006. The vignette will be served once photographs have been supplied.

All decisions to grant leave made before 15 March 2004, but not served, should also be served with UKRP. If a Personalised Date Stamp (PDS) authenticated status letter has already been prepared, this should be cancelled on file and new paperwork prepared. For guidance on unserved grants of leave see the instruction on 'Service of Notice of a Decision on File.

3 Immigration Status Documents

An Immigration Status Document (ISD) is given to an applicant following the grant of leave where no passport is held, or where it would not be appropriate to endorse a national passport. The ISD provides details of the applicant, and also indicates the status (Refugee, Humanitarian Protection (HP) or Discretionary Leave (DL)) that the applicant has been given.

Refugee Status: UKRP to be held in ISD only

Humanitarian Protection: UKRP to be held in ISD if grant is due to applicant being unable or, owing to such fear, is unwilling to avail himself of the protection of their country of nationality, otherwise in passport if available.

Discretionary Leave: UKRP to be held in passport if available, otherwise ISD

Non asylum grants: Where the person is unable to make use of a national passport the UKRP is to be held in an ISD.

4 Obtaining Passport Photographs

This section provides information on how to obtain photographs for UKRPs throughout the decision making process.

4.1 First Reporting Event:

At the first reporting event, Case Owners must ensure that if the asylum applicant has not provided 4 passport size photographs of themselves and any dependants, that they are reminded to bring them along to the next reporting event or to the asylum interview.

If the photographs are not provided at the first reporting event, interview officers must follow the procedures under issuing invitation to interview letters and [conducting the Asylum Interview](#).

4.2 Issuing Invitation to Interview Letters:

When inviting an asylum applicant to attend an interview, staff must be aware that the ACD.0062 'Invite to Asylum Interview' stock letter has been amended to include the following 'Requirement to submit photographs' section:

Requirement to submit photographs

If you have not already done so, please bring with you four unseparated photographs of yourself and each dependant included on your asylum claim. Each photograph should meet the following requirements:

Passport size (approximately 4cm x5cm)

Recently taken

Full face

Light background

Have the subject's name, nationality and date of birth clearly written on the reverse.

Failure to submit passport sized photographs of yourself and your dependants may prevent the production of an immigration status document in the possible event of being granted leave in the United Kingdom.

Staff must ensure that they delete any previous versions of this stock letter that does not contain this paragraph, which they may have saved onto their own personal drives. All stock letters must be produced using the document generator in order to ensure that the latest version is being used.

4.3 Substantive Interviews:

When preparing to conduct a substantive asylum interview, interviewing officers must follow the instructions outlined below:

Check the Home Office file to determine whether the applicant has previously submitted four unseparated passport photographs of themselves and each of their dependants.

Where photographs are already on the Home Office file, no further action is required to obtain passport photographs. The substantive asylum interview can proceed in the normal manner.

Where photographs have not previously been submitted, print two copies of the ASL.2365 'Returned photographs pro forma' with the details of the applicant and their dependants (if details of dependants are not recorded, request that the applicant complete the dependants section on the pro forma).

Ensure that your unit address is selected on the pro forma.

If your unit address is not listed, you must then select the UK Border Agency address, which is the last option.

Take one copy to the substantive asylum interview and attach the other copy to the right hand side of the Home Office file.

During the substantive asylum interview the pro forma should be handed to the applicant when reading out the photo request statement on the Statement of Evidence Form (SEF Interview record). The general return address is given at the bottom of the pro forma.

NAM Case Owners must request that the pro forma is returned along with the photographs at the next reporting event.

5 Return of Photographs

5.1 Action for staff in the Document Management Centre:

After the substantive asylum interview, the applicant should return the passport photographs together with the completed pro forma as instructed. If the UK Border Agency general address has been used, the photographs will be sent to the Document Management Centre (DMC). Staff in DMC must follow the instructions outlined below:

From the pro forma, or the reverse of the photograph, obtain the Home Office reference number of the applicant and their dependants and check File Tracking to determine the location of the Home Office file.

If the Home Office file is in Layby, DMC must recall the file and attach the photographs before forwarding the file to the correct decision serving unit.

Forward the photographs and pro forma to the relevant Home Office file location.

Where photographs are submitted without a completed pro forma, insufficient details on the reverse of the photographs (i.e. no names or Home Office references), and cannot be traced to a Home Office file, the photographs should be placed in the local 'Unknown Photograph Hold' in DMC.

5.2 Action for staff in Team Support:

On receipt of the pro forma and photographs from DMC or the asylum applicant, team support must follow the instruction outlined below:

Place the pro forma and the photographs in a sealed envelope with the HO reference number on the envelope. The envelope must be hole punched (ensuring that none of the contents are damaged) and must be attached to the right side of the Home Office file.

The Photographs must be left on file for the production of a vignette if required.

6 Preparing Immigration Status Documents

Case Owners or Legacy Case workers must produce one of the following stock letters, as appropriate, in order to facilitate the production of a UKRP on an Immigration Status Document: ASL.2151, issued to asylum seekers and their dependants granted Refugee Status; ASL.2152, issued to asylum seekers and their dependants granted HP but only where a valid national passport is not available; ASL.2373, issued to asylum seekers and their dependants granted DL but only where a valid national passport is not available; and ASL.2150, issued to those persons unable to make use of a national passport who are granted leave for reasons other than asylum.

When preparing ISDs, officers must ensure that all CID details are updated before the ISD is prepared. Officers must:

Only type over the red entry text, not the black header text.

Ensure all text is entered in upper case (this should happen automatically).

Ensure all details are completed as they appear on CID. This includes spelling and dates of birth.

Ensure the applicant's surname is entered first, and divided from the forename(s) with a comma.

Ensure the nationality is completed as on CID; e.g. Turkey, not Turkish. In doubtful nationality cases, the phrase 'claims to be' must be entered after the claimed nationality on the ISD.

However, no amendment must be made to CID in such cases.

Ensure the place of birth is entered as the town, not the country; e.g. Aksaray, not Turkey. If there is no place of birth on CID, this section must be left blank.

Ensure the CID case ID is entered in the CID Case ID field, not the Home office reference. The CID case ID can be found on the top right hand corner of the screen on CID. If the CID case ID begins with two zeros, these must be removed when entering the number on the ISD.

7 Preparing Vignette Implementation Pro Formas (VIPs)

The ICD.2100 Vignette Implementation Pro Forma contains all the relevant information needed to produce the UKRP (i.e. the applicant's personal details, the leave they have been granted and the expiry date) and it also holds a photographic image of the applicant. A VIP is required for the main applicant and each dependant included on an asylum claim. The pro forma is scanned into the vignette machine by the staff in the Vignette Unit and the UKRP is then produced. It is essential that A-CID is accurately updated otherwise the VIP will be rejected by the Vignette system process. Any errors will be returned for amendment.

The applicant and each dependant must have their own VIP (ICD.2100), all relevant details on VIPs must be correct and complete.

It must be verified from the HO file that the photograph/s is a true likeness to those held on file or on CID.

A photograph of the applicant must be attached to the ICD.2100 with sticky pads. Where necessary, cut photograph to size of box on the pro-forma using photo-cutters. Repeat the process for each dependant using the individuals' pro-forma.

8 Preparing Accompanying Letters and Information Sheet Covering Letters

The following accompanying letters and information sheet covering Letters must be produced in support of a UKRP being issued.

ASL.3224, Information sheet covering letter issued to asylum seekers and their dependants granted Refugee Status;
ASL.3224, Information sheet covering letter issued to asylum seekers and their dependants granted HP;
ACD.2155, Accompanying letter issued to asylum seekers and their dependants granted DL;
ACD.2374, Accompanying letter issued to those persons unable to make use of a national passport who are granted indefinite leave for reasons other than asylum; and
ASL.2812, Accompanying letter issued to dependants of refugees granted (limited) leave in line but who do not want Refugee Status.

Officers should ensure that they select the appropriate option according to whether the UKRP is being issued with the decision paperwork.

If an applicant is granted asylum or HP, the information sheet covering letter should be attached to the appropriate information sheet.

When preparing accompanying letters for applicants granted DL in doubtful nationality cases, officers must ensure that the phrase 'claims to be' is entered after the claimed nationality on the accompanying letter.

9 Obtaining United Kingdom Residence Permits

The New Asylum Case Owners are responsible for securing the UKRP from the Vignette Unit, and where requested, a National Insurance number (NINo) for the applicant from the Department for Work and Pensions. Case Owners will have to consider the decision service date/reporting regime to ensure that the vignette is ready for service in person. The service team in the Legacy Casework Directorate (LCD) is responsible for securing the UKRP for LCD, and where appropriate a NINo, which will be dispatched by post.

The production of the vignette may prevent a delay in serving elements together. Officers will therefore need to be mindful when cases are subject to the 2+4 target.

Where the decision is to be served by post and the NINo is not available for service before day 60 the decision should be dispatched without the NINo. The NINo should be forwarded separately to the applicant. For further guidance on the production of the NINo see Asylum Guidance on [Procedures for handling NINo applications](#).

Caseworkers in LCD should always endeavour to get the case to the team serving the decision before day 54, or mark the file for Urgent Service. If the decision is subject to Urgent Service, the file should be taken to the LCD service team.

In the event of port cases where there are dependants and their papers include photographs, officers must follow the below guidance for [On-Entry Port Dependant cases](#) and/or [Blocking EURO DAC Records](#) if required.

Once the EURO DAC is blocked and the warranted officer has signed the consideration minute if required, take the yellow wallet to the Vignette Unit within the SHA for the UKRP vignette to be produced. The Home Office file will remain in the unit. Officers must ensure that their wallet is clearly labelled with the:

Unit name

Unit address

Case Owner contact details.

10 On - Entry Port Dependants Cases

The below warranted officer action is only required in port cases where there are dependants. If there are Port Dependants the officer should:

Check CID to determine whether they are dependants who were recorded as an on-entry (port) case. If the dependants are recorded as an on-entry (Port) case, 'Asylum Claim-Port' will be shown on the 'Persons/Case Details' screen.

If there are dependants recorded as on-entry (port) cases, officers should carry out the following actions:

Hold the yellow wallet until a warranted officer signs the consideration minute sheet to indicate their agreement to leave being granted.

The warranted officer should list the names of all on-entry dependants in the space provided at the foot of the consideration minute, and sign and date the consideration minute to authorise the granting of their Leave to Enter the UK

11 Blocking EUODAC Records

EUODAC is a database used to record the fingerprints of all individuals who seek asylum in the EU. For grants of asylum for 5 years or more or for grant of ILR for claims made after January 2003 only, their records no longer need to be checked if travelling across EU borders. Officers must:

Send an email to IFB to advising them to block the EURO DAC for the applicant.

When email confirmation is received, print off the confirmation.

Place copy of the confirmation in the Home Office file.

Update CID notes to indicate that the confirmation has been received and insert the date of receipt.

12 Issuing United Kingdom Residence Permits

Once the UKRP is produced and attached to either a passport (where appropriate) or an ISD, officers should collect the yellow wallet from the Vignette Unit. Officers must then carry out the following actions:

Remove all documents and minute sheets from the yellow wallet.

Take a photocopy of all endorsed documents (i.e. a passport or ISD with a UKRP attached).

Where necessary, date and sign all copies of the ACD.1047 Decision Notice.

Where necessary, insert correct 'due date for appealing' on all ACD.1041 (Notice of Appeal, Change of Address, Legal Advice and Assistance).

Update the following on Key Document Tracking screen on CID:

Document type – 'Decision Letter'.

Dispatch Method – 'Recorded Delivery' or Service in person.

Dispatch Address if required.

12.1 For Case Owners:

if the NINo is not available for service, another event should be arranged for the NINo to be served. For further guidance on NINos see Procedures for handling NINo applications.

In the Case References screen on CID:

Click on the next empty 'Ref Type' box.

Click on the 'List of values' in the top centre of the screen.

Use the drop-down menu to find a reference titled 'UKRP Vignette Number'.

Click on OK, and enter the vignette number in the right-hand box.

Print two copies of the CID Key Document Tracking screen and Case References screen.

Sign and date the instructional minute sheet, ticking the relevant boxes to confirm the action taken.

Place photocopies of the endorsed documents on to the Home Office file along with CID printouts, consideration minute, and completed instructional minute sheet.

File track and note ladder on file of destination in accordance with minute sheet and place in out tray.

If the applicant has a right of appeal, the file must then be forwarded to APC.

13 Actions if Corrections Are Required Before a UKRP can be Produced

The UKRP may not be produced because corrections to the paperwork are required. The Secure Handling Area must return the paperwork to the Case Owner or AIU for any corrections to be made. Officers in AIU must contact the relevant team to arrange for the documents to be collected in order for the corrections to be made.

14 Decisions Which do Attract a Right of Appeal – No Photographs Supplied

This section provides information on how to issue decision papers minus the UKRP for applicants who have a right of appeal. The section also provides further guidance on issuing the UKRP, once the photographs have been received during and at the end of the appeal process, if no vignette has been issued previously.

Asylum Team officers must then follow the process for [Obtaining United Kingdom Residence Permits](#) and [Issuing United Kingdom Residence Permits](#) above.

LCD officers must forward the file to the team serving the decision they receive. When they receive the file they must then follow the process for [Obtaining United Kingdom Residence Permits](#) and [Issuing United Kingdom Residence Permits](#) above.

14.1 Actions for Asylum Teams

If no photographs have been supplied, Asylum Teams must:

Serve all the decision papers to the applicant minus the UKRP.

Update CID notes to indicate that decision papers have been served without the UKRP.

Continue with the appeal process.

When the photographs have been received, Case Owner must:

Prepare ASL2579. Vignette covering letter.

Request for the UKRP to be produced, following the process for [Obtaining United Kingdom Residence Permits](#) and [Issuing United Kingdom Residence Permits](#) above.

Update CID following the issue of the UKRP.

14.2 Actions for Legacy

If no photographs have been supplied, officers must:

Send all decision papers to the applicant minus the UKRP.

Forward the file to APC.

When the photographs have been received, team support must:

Update CID notes to indicate that the photographs have been received and forwarded to file location.

Check file tracking for location of the file and retrieve it.

Once file received prepare ASL2579. Vignette covering letter.

Place photographs and any accompanying documents into a transparent plastic envelope.

Request for the UKRP to be produced, following the process for [Obtaining United Kingdom Residence Permits](#) and [Issuing United Kingdom Residence Permits](#) above

Update CID following the issue of the UKRP.

14.3 Actions for POU

If an appeal has been completed, dismissed and the applicant has leave remaining, POU must:

Check the file to see if a UKRP has been issued.

If not and no photographs are on file, POU must:

Forward the file to lay by.

If not and photographs are on file, POU must:

Forward file to AIU (Appeals Implementation Unit in Leeds).

When the file is received by AIU, AIU must:

Prepare ASL2579. Vignette covering letter.

Follow the process for [Obtaining United Kingdom Residence Permits](#) and [Issuing United Kingdom Residence Permits](#) above.

Update CID following the issue of the UKRP.

Forward the file to lay by.

14.4 Actions for AIU

If an appeal has been completed and granted, AIU must:

Issue the vignette after obtaining photographs from the successful appellant, if not already supplied and available on file.

15 Obtaining UKRPS for Applicants Who Were Formally Detained at Oakington Reception Centre

See the Knowledge Base for APN 05/2006 (Service of Grants of leave in Oakington Reception Centre Cases), which provides details of serving grants of leave in Oakington Reception centre cases.

Oakington Officers must ensure that photographs of the applicants are included in the file before the file is passed to team support.

Glossary

Term	Meaning
ISD	Immigration Status Document
UKRP	United Kingdom Residence Permit
ACD.0062	Invite to Asylum Interview
ASL.2365	Returned Photograph Pro-forma
ASL.2151	ISD Issued to asylum seekers and their dependants granted Refugee Status
ASL.2152	ISD issued to asylum seekers and their dependants granted HP but only where a valid national passport is not available
ASL.2373,	ISD issued to asylum seekers and their dependants granted DL but only where a valid national passport is not available; and
ASL.2150	ISD issued to those persons unable to make use of a national passport who are granted leave for reasons other than asylum.
ICD.2100	Vignette Implementation Pro Forma
ASL.3224	Information sheet covering letter issued to asylum seekers and their dependants granted Refugee Status
ASL.3224	Information sheet covering letter issued to asylum seekers and their dependants granted HP
ACD.2155	Accompanying letter issued to asylum seekers and their dependants granted DL
ACD.2374	Accompanying letter issued to those persons unable to make use of a national passport who are granted indefinite leave for reasons other than asylum
ASL.2812	Accompanying letter issued to dependants of refugees granted (limited) leave in line but who do not want Refugee Status
ASL2579.	Vignette covering letter

Document Control

Change Record

Version	Author	Date	Change References
1.0	DD	21/02/2007	New web style implemented
2.0	DH	19/12/2007	Amendments to ISD Topic
3.0	RB	30/10/2008	Update branding only
4.0	CC	26/10/09	Children's Duty reference added