



Home Office

# Liaison with the National Crime Agency (NCA)

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## Liaison with the National Crime Agency (NCA)

### About this guidance

<p><a href="#">About this guidance</a></p> <p><a href="#">Workflow process</a></p> <p><a href="#">Cases already allocated to a CC case owner</a></p> <p><a href="#">Benefits of liaison with NCA</a></p>	<p>This guidance tells criminal casework staff about liaising with the National Crime Agency (NCA), to help facilitate effective sharing of criminality information between government departments.</p> <p>The NCA was formed on 7 October 2013 as part of a new serious and organised crime agency. The NCA takes over the functions of the Serious Organised Crime Agency (SOCA).</p> <p>The SOCA was formed in 2006 as a result of the Serious Organised Crime and Police Act (2005) and merged with the Asset Recovery Agency in April 2008.</p> <p>The agency tackles serious organised crime including:</p> <ul style="list-style-type: none"><li>• class A drugs</li><li>• people smuggling</li><li>• human trafficking</li><li>• gun crime</li><li>• fraud</li><li>• computer crime</li><li>• money laundering, and</li><li>• organised immigration crime.</li></ul> <p>It works with other government departments in effective sharing of criminality information. For further information about the NCA, see related link: NCA external site.</p> <p>If you need to email NCA, contact them using related link: Email: NCA.</p> <p>Changes to this guidance – This page tells you what has changed since the previous version of this guidance.</p> <p>Contact - This page explains who to contact for more help if your senior caseworker or line</p>	<p><b>In this section</b></p> <p><a href="#">Changes to this guidance</a></p> <p><a href="#">Contact</a></p> <p><a href="#">Information owner</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p>
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	<p>manager can't answer your question.</p> <p>Information owner – This page tells you about this version of the guidance and who owns it.</p> <p>Safeguard and promote child welfare – This page explains your duty to safeguard and promote the welfare of children and tells you where to find more information.</p>	
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## Liaison with the National Crime Agency (NCA)

### Changes to this guidance

<p><a href="#">About this guidance</a></p> <p><a href="#">Workflow process</a></p> <p><a href="#">Cases already allocated to a CC case owner</a></p> <p><a href="#">Benefits of liaison with NCA</a></p>	<p>This page lists the changes to the 'Liaison with the National Crime Agency (NCA)' guidance, with the most recent at the top.</p> <table border="1"> <thead> <tr> <th data-bbox="490 391 831 427">Date of the change</th> <th data-bbox="831 391 1532 427">Details of the change</th> </tr> </thead> <tbody> <tr> <td data-bbox="490 427 831 997">16 December 2013</td> <td data-bbox="831 427 1532 997"> <p>Change request:</p> <ul style="list-style-type: none"> <li>• About this guidance:                             <ul style="list-style-type: none"> <li>○ fifth and sixth paragraphs changed</li> </ul> </li> <li>• Workflow process:                             <ul style="list-style-type: none"> <li>○ third paragraph, second bullet point changed, third bullet point deleted</li> <li>○ fifth paragraph changed</li> </ul> </li> <li>• Cases already allocated to CC case owner:                             <ul style="list-style-type: none"> <li>○ third paragraph changed</li> </ul> </li> <li>• Benefits of liaison with NCA:                             <ul style="list-style-type: none"> <li>○ fifth paragraph new</li> </ul> </li> <li>• Minor housekeeping changes.</li> </ul> </td> </tr> <tr> <td data-bbox="490 997 831 1374">18 October 2013</td> <td data-bbox="831 997 1532 1374"> <p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> <li>• Guidance renamed to Liaison with the National Crime Agency (NCA):                             <ul style="list-style-type: none"> <li>○ all references to Serious Organised Crime Agency (SOCA) changed to National Crime Agency (NCA)</li> </ul> </li> <li>• Minor housekeeping changes.</li> </ul> </td> </tr> <tr> <td data-bbox="490 1374 831 1409"></td> <td data-bbox="831 1374 1532 1409">For previous changes to this guidance you will</td> </tr> </tbody> </table>	Date of the change	Details of the change	16 December 2013	<p>Change request:</p> <ul style="list-style-type: none"> <li>• About this guidance:                             <ul style="list-style-type: none"> <li>○ fifth and sixth paragraphs changed</li> </ul> </li> <li>• Workflow process:                             <ul style="list-style-type: none"> <li>○ third paragraph, second bullet point changed, third bullet point deleted</li> <li>○ fifth paragraph changed</li> </ul> </li> <li>• Cases already allocated to CC case owner:                             <ul style="list-style-type: none"> <li>○ third paragraph changed</li> </ul> </li> <li>• Benefits of liaison with NCA:                             <ul style="list-style-type: none"> <li>○ fifth paragraph new</li> </ul> </li> <li>• Minor housekeeping changes.</li> </ul>	18 October 2013	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> <li>• Guidance renamed to Liaison with the National Crime Agency (NCA):                             <ul style="list-style-type: none"> <li>○ all references to Serious Organised Crime Agency (SOCA) changed to National Crime Agency (NCA)</li> </ul> </li> <li>• Minor housekeeping changes.</li> </ul>		For previous changes to this guidance you will	<p><b>Related links</b></p> <p><a href="#">About this guidance</a></p> <p><a href="#">Workflow process</a></p> <p><a href="#">Cases already allocated to a CC case owner</a></p> <p><a href="#">Benefits of liaison with NCA</a></p> <p><b>See also</b></p> <p><a href="#">Contact</a></p> <p><a href="#">Information owner</a></p> <p>Links to staff intranet removed</p>
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		find all earlier versions in the archive. See related link: <a href="#">Public protection - archive</a> .		
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## Liaison with the National Crime Agency (NCA)

### Workflow process

<p><a href="#">About this guidance</a></p> <p><a href="#">Workflow process</a></p> <p><a href="#">Cases already allocated to a CC case owner</a></p> <p><a href="#">Benefits of liaison with NCA</a></p>	<p>This page tells you about the process followed by the criminal casework (CC) workflow team when they are contacted by the National Crime Agency (NCA).</p> <p>The process is for cases where NCA (formerly the Serious Organised Crime Agency (SOCA)) has an interest.</p> <p>Following the initial contact from NCA, you must:</p> <ul style="list-style-type: none"><li>• Make a note of NCA's interest on the CID special conditions screen.</li><li>• Locate the Home Office file and attach the SOCA minute sheet (ICD.4353). A new NCA minute sheet has not yet been published. Until it is, continue using the SOCA minute sheet. If the file is no longer in CC workflow, ask the relevant team to attach the SOCA minute sheet to the top right hand side of the Home Office file.</li></ul> <p>The NCA notification may also include information that the foreign national offender (FNO) is the subject of confiscation proceedings.</p> <p>If you have any queries about the SOCA minute sheet, contact NCA using related link: Email: NCA.</p>	<p><b>Related links</b></p> <p>Links to staff intranet removed</p>
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## Liaison with the National Crime Agency (NCA)

### Cases already allocated to a CC case owner

<p><a href="#">About this guidance</a></p> <p><a href="#">Workflow process</a></p> <p><a href="#">Cases already allocated to a CC case owner</a></p> <p><a href="#">Benefits of liaison with NCA</a></p>	<p>This page tells you about the procedure to follow when a case has already been allocated to a criminal casework (CC) case owner, and the National Crime Agency (NCA) expresses an interest.</p> <p>If a case has already been allocated to a CC case owner when NCA (formerly the Serious Organised Crime Agency (SOCA)) expresses an interest in it, the case owner's details must be identified and passed to NCA so they may liaise directly with them.</p> <p>When they receive a file with the SOCA minute sheet (ICD.4353) attached (a new NCA minute sheet has not yet been published) or where one is to be attached, the CC case owner must immediately contact NCA, using related link: Email: NCA, to provide the following details:</p> <ul style="list-style-type: none"><li>• CC case owner details, including telephone number and email address</li><li>• the full name of the foreign national offender (FNO) and their individual Home Office reference number</li><li>• an update on how the case is progressing.</li></ul> <p>NCA must also be provided with an update in the following circumstances:</p> <ul style="list-style-type: none"><li>• When a decision is taken to proceed to deportation.</li><li>• If a decision is made not to proceed to deportation, the CC case owner must contact NCA who may have information which could change that decision.</li><li>• When the FNO is notified of the intention to deport.</li><li>• When notice of an appeal against deportation is received.</li><li>• When the results of the appeal are known.</li><li>• When or if the FNO is granted Immigration and Asylum Chamber (IAC) bail and any restrictions.</li><li>• When a deportation order is served.</li><li>• As soon as removal details are known. Early notification of removal details is</li></ul>	<p><b>Related links</b></p> <p>Links to staff intranet removed</p>
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	<p>particularly important as NCA have contacts in receiving countries that must be notified before the arrival of these subjects. CC must aim to give NCA at least three days notice of an impending removal.</p> <p>Where there is notification of confiscation proceedings which are a barrier to removal of the FNO from the UK, CC case owners must also refer to the barriers to deportation process instruction. For more information see related link: Barriers to deportation.</p>	
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## Liaison with the National Crime Agency (NCA)

### Benefits of liaison with NCA

<p><a href="#">About this guidance</a></p> <p><a href="#">Workflow process</a></p> <p><a href="#">Cases already allocated to a CC case owner</a></p> <p><a href="#">Benefits of liaison with NCA</a></p>	<p>This page tells you about the benefits of close liaison with the National Crime Agency (NCA).</p> <p>NCA (formerly the Serious Organised Crime Agency (SOCA)) may be able to provide support in individual criminal casework (CC) cases, and have stated they are happy to assist wherever possible.</p> <p>For example, in the course of their investigations, NCA may come across documentation that may be of use to CC in definitively establishing the identity and/or nationality of a foreign national offender (FNO).</p> <p>In instances where the Crown Court has made a confiscation order against an FNO, NCA may be able to provide assistance to CC by accessing information held on their internal database.</p> <p>For further information about the NCA, see related link: NCA external site.</p>	<p><b>Related links</b></p> <p>Links to staff intranet removed</p>
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## Liaison with the National Crime Agency (NCA)

### Contact

<p><a href="#">About this guidance</a></p> <p><a href="#">Workflow process</a></p> <p><a href="#">Cases already allocated to a CC case owner</a></p> <p><a href="#">Benefits of liaison with NCA</a></p>	<p>This page explains who to contact for more help liaising with the National Crime Agency (NCA).</p> <p>If you have read this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.</p> <p>If the question cannot be answered at that level, you may email criminal casework operational process and policy (CCOPP), using related link: Email: CCD process team, for guidance on the policy.</p> <p>Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact CCOPP, who will ask the MGT to update the guidance, if appropriate.</p> <p>The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.</p>	<p><b>Related links</b></p> <p><a href="#">Changes to this guidance</a></p> <p><a href="#">Information owner</a></p> <p>Links to staff intranet removed</p>
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## Liaison with the National Crime Agency (NCA)

### Information owner

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[Benefits of liaison with NCA](#)

This page tells you about this version of the 'Liaison with the National Crime Agency (NCA)' guidance and who owns it.

Version	6.0
Valid from date	16 December 2013
Policy owner	Official – sensitive: information removed
Cleared by director	Official – sensitive: information removed
Director's role	Official – sensitive: information removed
Clearance date	13 October 2011
This version approved for publication by	Official – sensitive: information removed
Approver's role	Official – sensitive: information removed
Approval date	9 December 2013

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### Related links

[Changes to this guidance](#)

[Contacts](#)

Links to staff intranet removed