

ROUTING ASYLUM APPLICANTS TO REGIONAL ASYLUM TEAMS

Table of Contents

- 1. Introduction**
- 2. Overview**
- 3. Case Considerations**
 - 3.1 Absconders**
 - 3.2 Children (Accompanied and Unaccompanied)**
 - 3.3 Criminal Casework Cases**
 - 3.4 Damaged Fingerprints**
 - 3.5 Detained Fast Track**
 - 3.6 Disputed Age Cases**
 - 3.7 EEA National**
 - 3.8 Medical Cases**
 - 3.9 Operation Support Certification Unit**
 - 3.10 Pre 5 March 2007 Cases**
 - 3.11 Prosecution Cases**
 - 3.12 Repeat Applications**
 - 3.13 Third Country Unit Cases**
 - 3.14 Applicant appears to be a Victim of Trafficking**
 - 3.15 Withdrawn Claims**
- 4. Asylum Routing Team**
 - 4.1 Initial Officer Actions**
 - 4.1.1 Referral Form**
 - 4.1.2 Checklist**
 - 4.1.3 Routing Database**
- 5. Routing the Applicant**
 - 5.1 Allocate Case to Regional Asylum Team**
 - 5.2 Allocating Initial Accommodation**
 - 5.2.1 Overnight Accommodation**
 - 5.2.2 Service Commission Form**
 - 5.3 First Reporting Event (FRE)**
 - 5.4 Transport**
 - 5.4.1 Arranging Transport**
- 6. Routing Cases on CID**
 - 6.1 Initial Checks**

6.1.1 Special Conditions

6.1.2 Case Notes and Person Notes

6.1.3 Submitted Documents

6.2 CID Updates

7. Out of Hours Claims

7.1 Routing Team Closed

7.2 Out of Hours Accommodation

7.3 Out of Hours Transport

8. Routing Documents

8.1 IS96

8.2 IS248

8.3 FRE Invitation Letter

8.4 RT1

8.5 RT2

8.6 RT4

Queries

Glossary

Archived

1. Introduction

Applications for asylum are made at designated ports (including the Asylum Screening Unit), through Local Enforcement Office or Local Immigration Team operations. The applications are considered by case owners situated in regional asylum teams across the UK.

This guidance gives an overview of the case considerations taken when determining whether to contact the Asylum Routing Team (ART) or other specialist team. The guidance also provides, where the case is suitable for routing, an overview of the processes which are followed when routing asylum applicants from the point of claim (port, ASU, LEO and LIT) to regional asylum teams and onwards.

[Back to contents](#)

Archived

2. Overview

Following a claim for asylum being made the application is registered; the applicant **must be fingerprinted** and will then have a screening interview. The applicant is screened to determine their identity and nationality. The screening officer must also establish the applicants' route into the UK to ensure the correct immigration paperwork is issued.

The fingerprints should immediately be sent to the Immigration Fingerprint Bureau (IFB); the fingerprints will be checked and added to the Immigration Asylum Fingerprints System (IAFS) and the Eurodac database, the results of which may impact upon how the case is handled.

All cases will be considered and decided by case owners in one of the regional asylum teams across the UK, with the exception of those which, fit the suitability criteria for Detained Fast Track, are a possible Third Country Case or have any other special case considerations and may be handled by a specialist unit or department. The regional Asylum Teams are situated in the following locations:

- Cardiff
- Glasgow
- Leeds
- Liverpool
- Central London
- West London
- Solihull

If the applicant fails to be considered by a regional asylum team the case is referred to the Asylum Routing Team (ART) who will allocate the applicant to a regional asylum team and inform the screening officer of this.

Within 48hrs (2 working days) of an asylum claim being made the applicant should be routed to a regional asylum team.

The referring office at the ASU/LEO/LIT/port must ensure that in both forwarding the case physically and on CID that the file is allocated to the appropriate unit. All cases created on CID since the 13 December 2008 will be assigned to the case creator until another unit/person agrees to take the case. It is therefore in the interest of the creator to send the file to the correct destination and for them to run a Business Objects (BO) report to determine which cases have not been accepted by the nominated team.

[Back to contents](#)

3. Case Considerations

Some cases should not be routed to a regional asylum team and will be considered by a specialist unit. The screening officer at the point of claim should consider whether the case has any special factors meaning that the case should not be referred to the Asylum Routing Team (ART) or only referred after particular preparatory work, for example possible prosecution action cases or where there is a Eurodac hit. Please see below, for further case examples.

On a daily basis ART will run a CID Business Objects (BO) report to identify any cases which have not been referred to ART on the day of the claim, and remain unallocated. Such cases will be assigned to a department so that all cases are accounted for.

3.1 Absconders

Cases where the applicant absconded during the screening process i.e. where the applicant failed to return to a UK Border Agency office to complete screening and registration of their claim will be referred to ART to be allocated to the asylum team nearest to the point of claim. Where an applicant who absconded after screening but before a decision was made comes to light, they should where practical, if they are not going to be detained and are still entitled to asylum support be routed to the region ART initially allocated the case to.

3.2 Children (Accompanied and Unaccompanied)

The referral of an unaccompanied child to Social Services or the checking of the relationship of an accompanied child's contact person or sponsor, should take place on the day of claim prior to the referral to ART.

Cases will be referred to ART when the basic bio details have been gathered and the asylum record has been registered on the Case Information Database (CID). CID should include the name, phone and fax numbers and postal address of the Social Services contact who is handling the case or the name, relationship and address of the contact or sponsor.

ART must be informed of cases where it is decided that an accompanied child should not leave with their contact person or sponsor but should go into the care of Social Services.

For further information and guidance on child applications see the Asylum Instruction [Processing Asylum Applications from 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.

3.3 Criminal Casework Cases

The asylum claim of an applicant who has been convicted of a non serious offence and is sentenced to serve or is serving less than one year in prison, will be considered by a regional asylum team.

ART should allocate the case to the asylum team nearest to where the applicant is serving their sentence. Cases which involve court recommended deportation orders, sentences of more than one year and/or convicted of an offence listed in [The Nationality, Immigration and Asylum Act 2002 \(Specification of Particularly Serious Crimes\) Order 2004](#) will be considered by the Criminal Casework Directorate (CCD).

3.4 Damaged Fingerprints

At the point of claim when an applicant has been fingerprinted and the fingerprints are deemed to be of poor quality or damaged, the point of claim will refer the case to the Sector 8 Compliance Team who will decide upon the next course of action. ART should be contacted for all cases which the Sector 8 Compliance Team has not recommended detention; they will allocate suitable initial accommodation. The case will remain with the Sector 8 Compliance Team until the applicant's identity is established. For further information regarding cases with damaged fingerprints, refer to the Asylum Instruction: [Applicants with Poor Quality Fingerprints](#).

3.5 Detained Fast Track

Cases which fit the [Suitability Criteria for Detained Fast Track \(DFT\)](#) should be referred to the Asylum Intake Unit (AIU). The AIU will gather information to confirm the applicant fits the criteria and where the criteria are met, the applicant will be detained.

Cases which have been referred to the Asylum Routing Team (ART) directly from the point of claim will undergo the second pair of eyes procedure to ensure any potential DFT cases have not been missed. In the event a case is considered suitable for DFT, the ART will instruct the referring officer to contact the AIU.

3.6 Disputed Age Cases

Applicants claiming to be under the age of 18 but whose physical appearance/demeanour very strongly suggest that they are **significantly** over 18, will be treated and routed as adults.

Applicants who claim to be under the age of 18 but whose appearance/demeanour suggests they may be over 18 years of age, but not significantly so, should fall within the age dispute process and will be routed as an age dispute case.

For both disputed age case categories an IS97M and a BP7 (ASL.3596) must be completed and issued to the applicant.

Where an age assessment has been carried out by on-site social workers and the assessment is accepted by UKBA, the applicant should be routed according to the findings of the assessment, (providing that assessment is fair; based on adequate information; considers the general background of the applicant; includes a reasoned decision; and is generally 'Merton-compliant'). Where the applicant is found to be a child, ART should be informed of the name, phone and fax numbers and the postal address of the contact in Social Services. Details **must** also be entered on CID. For further guidance see the Asylum Instruction: [Disputed Age Cases](#).

UKBA must ensure that disputed Age cases are treated appropriately. This should be done in line with 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:

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- No discrimination of any kind;
- Asylum applications are dealt with in a timely fashion;
- Identification of those that might be at risk from harm.

3.7 EEA National

The European Economic Area (EEA) is made up of the member states of the European Union (EU), together with Lichtenstein, Norway and Iceland. Applicants in EEA States can claim asylum, but they should be informed of their treaty rights and asked if they wish to withdraw their application to exercise their treaty rights. If the individual wishes to continue with an asylum application and they require accommodation, they should be informed that, they are not entitled to claim asylum support. They should neither be issued with an ARC nor served an IS96/IS248. Such cases are not suitable to be referred for the DFT process and should be referred to ART.

3.8 Medical Cases

Applicants may have medical issues or raise issues which suggest the applicant has a need for care and attention over and above destitution; a care need. These cases **should** be referred by the point of claim to Social Services. Local Authorities have a duty to support applicants assessed as having a care need, in accordance with section 21 of the National Assistance Act. The Asylum Routing Team should be informed of the referral to social services and will allocate the case to the regional team covering the local authority. For further information and guidance see the Asylum Instruction: [Medical Evidence and PB 85: Dispersing asylum seekers with health care needs](#).

Where medical evidence is offered in support of an application for accommodation in a specific area, such as London, the applicant may be routed to that region. If the applicant is

accommodated in Initial Accommodation in the London area the applicant may still be re-routed to another region when they are fit to travel.

3.9 Operation Support Certification Unit

Failed asylum seekers that return to the United Kingdom and state that they wish to claim asylum again (a repeat applicant) should not be treated as initial claims but as further submissions. Consideration of the submissions will be under paragraph 353 and must be recorded as further submissions on CID. All cases should initially be referred to Operation Support Certification Unit (OSCU), those that fulfil the JANUS criteria will be handled by OSCU. Those which do not fit the JANUS criteria will be treated as a [repeat claim](#). For further guidance see [Enforcement Guidance \(OEM\) Chapter 29 – Repeat Asylum Claims](#).

3.10 Pre 5 March 2007 Cases

Any application with a pre March 5th 2007 date which was not allocated to a regional asylum team will not be routed to a regional asylum team for consideration but will be considered by the Case Resolution Directorate (CRD). If such a person comes to light then the CRD case owner should be contacted.

3.11 Prosecution Cases

Cases where there is a possibility of prosecution action should not be referred to ART. Cases will be highlighted from a CID Business Objects (BO) report of unallocated cases. The Asylum Routing Team will establish where the applicant is being held and allocate to the nearest team unless the Criminal casework Directorate (CCD) have an interest.

3.12 Repeat Applications

This category relates to the failed asylum seekers that return to the United Kingdom and state that they wish to claim asylum that OSCU cannot consider and those failed asylum seekers who have not left the UK but state that they wish to claim asylum again. All such cases should be recorded as further submissions, see the Asylum Instruction: [Further Submissions](#). In port cases if the individual claimed asylum before the 5 March 2007 then the case should be referred to CRD, if the asylum application was on or after the 5 March 2007 then the case should be referred to the regional asylum team with responsibility for the case.

In the individual is in-country then where an initial claim was made before 5 March 2007 and the applicant should submit their further submissions to the Liverpool Further Submissions Unit. For those whose application was made on or after the 5 March 2007 then the individual should be directed to contact their case owner if they are not reporting to find out when and where they should submit their further submissions. See the AI: [Further Submissions](#).

3.13 Third Country Unit Cases

Cases where there is a possible third country involvement will be referred to the Third Country Unit (TCU) for further action. For further information refer the Asylum Instruction [Third Country Cases: Referring and Handling](#)

3.14 Applicant appears to be a Victim of Trafficking

If the applicant claims to be or there is prima facia grounds for considering that the applicant, adult or child, has been a victim of trafficking you must follow the Asylum Instruction [Victims of Trafficking](#).

3.15 Withdrawn Claims

Where a case has been withdrawn any new submissions will be treated as further submissions and considered under paragraph 353, which should be submitted in person, at the Liverpool Further Submissions Unit for claims made before 5 March 2007 or at the applicant's designated reporting centre for claims made on or after 5 March 2007. Any cases where the applicant has withdrawn their asylum claim are not referred to ART but are picked up on the BO report and allocated to an asylum team where the applicant is residing, in order to oversee the applicant's removal. For further information regarding withdrawn claims see [Withdrawal of Applications](#)

[Back to contents](#)

4. Asylum Routing Team

Where the application will be handled by a regional asylum team, officers at the point of claim will refer the case to the Asylum Routing Team (ART) directly by telephone, for the arrangements for the applicant's routing to be made.

The Asylum Routing Team is responsible for:

- Allocating the application to one of the regional asylum team
- Allocating Initial Accommodation, where requested
- Making the arrangements for the applicant to be collected from the point of claim and transported to Overnight Accommodation or Initial Accommodation and
- Setting up the First Reporting Event (FRE) or an initial standard reporting event according to regional practices

Cases where the applicant will not be accommodated in accommodation provided by the UK Border Agency, but at a private address, will be allocated to the regional team that covers the area where the applicant will reside. Transportation will not be provided; the applicant will be expected to make their own travel arrangements to their accommodation.

The Asylum Routing Team operates on a shift basis 7 days a week. The process for routing applicants when the ART is closed will vary slightly; local practices must be adhered to at all times.

[Back to contents](#)

4.1 Initial Officer Actions

Once the Asylum Routing Team is informed of a new application, the case will be logged. ARIAT need to gather as much information as possible from the referring officer in order to route the applicant. ART will:

- Check that the application has been entered onto CID
- Carry out some [initial checks](#) to ensure there are no barriers to the routing process
- Complete the [Referral Form](#) from the information on CID for ASU cases or with the referring officer over the phone for port and LEO referrals
- Check with the referring officer, whether the applicant will be screened that day
- Attach a case [Checklist](#) to the referral form
- Update the [Routing Database](#)

[Back to contents](#)

4.1.1 Referral Form

ARIAT must complete a referral form which acts as an aid as to how the application should be handled. Officers will enter the applicant's personal details such as:

- Name
- Port reference
- Nationality
- Gender
- Date of Birth
- Religion
- 1st language and level of English
- number of dependants
- whether the applicant has been fingerprinted
- whether the applicant has been screened
- whether the applicant has been issued an ARC
- whether the applicant is an UASC or Age Disputed and whether a Merton Compliant Age Assessment has been carried out
- whether the applicant requires accommodation, if not the current address
- whether the applicant has any special conditions taking care not to breach data protection laws

4.1.2 Checklist

A case specific checklist i.e. children, LEO or applicant who requires accommodation, is added to the referral form. The checklists are case specific as each checklist has functions which are specific to each case type.

4.1.3 Routing Database

The Routing Database is an ARIAT register which is updated by ARIAT and contains the details of the applicants' routing i.e. the asylum team, the applicants' port reference, date of claim and the date and time of the FRE, where one is taking place. Regional Asylum Teams access the database to establish which cases have been allocated to their region.

[Back to contents](#)

5. Routing the Applicant

5.1 Allocate Case to Regional Asylum Team

Cases are assigned to a regional location based upon, a fixed percentage of the total number of applicants to be routed. Each regional location has a fixed percentage of cases they should receive.

There are 25 asylum teams in total; the ratio may vary due to factors affecting specific regions but in general the allocation of cases is as follows:

Location	No of Asylum Teams	Percentage of Cases
Cardiff	2	8
Glasgow	2	8
Leeds	5	20
Liverpool	4	16
Central London	4	16
West London	4	16
Solihull	4	16

The number of applicants who require accommodation being routed to a regional location will be adjusted to accommodate the number of applicants who have found their own accommodation in that area.

For applicants who reside in private accommodation ART check the regional map to see which asylum team covers that area.

A child will be allocated to the region in which their sponsor is located. Children in the care of Social Services will be allocated to the regional asylum team which covers the Social Services Department which has accepted responsibility for that case. Where there is no Social Service address details recorded on CID the case will be allocated to the region which recorded the asylum claim. Officers will take into account the need to safeguard and promote the welfare of children in the UK in accordance with section 55 of the Borders, Citizenship and Immigration Act 2009.

The Asylum Routing Team will inform the asylum teams of cases that have been allocated to them via the Routing Database.

[Back to contents](#)

5.2 Allocating Initial Accommodation

The UK Border Agency has contracts with Initial Accommodation providers in all the regional areas.

In order to assess where bed spaces are available, ART will contact each provider to establish the 'current occupancy and number of expected departures'. This figure is subtracted from the total number of bed spaces the accommodation contains to derive the number of applicants they can be allocated.

For example, IA currently has 50 applicants; total number of bed spaces is 75 therefore the IA has the capacity to be allocated up to 25 applicants.

The ART will:

- Check how many bed spaces the provider in the allocated region has and reduce the number of available bed spaces accordingly.
- Contact the accommodation provider in order to refer an applicant for accommodation; the IA provider will allocate the accommodation to the applicant, and fax confirmation of the booking to the ART within 15 minutes.
- Contact/telephone the IA provider to verify the address.
- Check the 'Special Conditions' on CID for any health or special needs i.e. dietary or additional information which needs to be entered onto the [Service Commission Form](#), taking care not to breach data protection laws. Any health or special needs are also discussed with the IA Provider to ensure the accommodation is suitable. An applicant who has medical issues which suggest a need for care and attention over and above destitution; a care need, will fall into the care of Social Services, who have a duty to support applicants assessed as having a care need.
- Enter details of any dependants onto the Service Commission Form.
- Fax a completed Service Commission Form to the IA provider to inform them of the name of the applicant and the estimated time of arrival. Once the Service Commission Form has been faxed to the Initial Accommodation provider to inform them of the applicant's and any dependants intended arrival, the routing process can be completed on [CID](#).
- Update the Routing Database.

5.2.1 Overnight Accommodation

As many applicants as possible will be moved to IA in the region where their asylum claim will be considered, on the day of claim. However, where this is not possible, arrangements may be made for the applicant to be collected from the point of claim and transported to Overnight Accommodation. This Overnight Accommodation enables all applicants to be at one point for collection to travel to their Initial Accommodation in the regional location, the following day; day 1 of the claim.

The Overnight Accommodation that an applicant is transferred to will depend upon where the asylum claim is made. Applicants in the south of the UK are transported to overnight accommodation in the London area. Those in the north are transferred to Overnight Accommodation in Liverpool. The north south border is Birmingham.

5.2.2 Service Commission Form

The Service Commission Form is faxed to the Initial Accommodation provider in order to inform the provider of the applicants' intended arrival. Officers must enter their contact details and the applicant's:

- Name, DOB, Nationality and Religion.
- 1st language and their level of English
- each dependant and the relationship to the main applicant, if any

- date, time and reason of any appointments the applicant will be attending i.e. with a solicitor
- the date, time and location of the applicants FRE or initial standard reporting event
- any Special Needs or health issues the provider should be aware of (taking care not to breach data protection laws).

The Service Commission Form for Overnight Accommodation asks whether the applicant has been screened and there are two options for the length of stay for officers to choose from 'one night' or 'until you are notified about their departure'

[Back to contents](#)

5.3 First Reporting Event (FRE)

The First Reporting Event is an optional first contact point between an adult applicant and their asylum team. The FRE is compulsory for unaccompanied asylum seeking children. Where an FRE will not take place an 'initial standard reporting event' may be set up.

The first reporting event is normally booked for day 2 (48 hrs/2 working days after the claim) or day 10 for children. Weekends are not included in the count. Children and Age disputed applicants are informed of the time, date and location of the FRE in the FRE Invitation Letter, issued to them at the point of claim prior to travel.

The Initial Accommodation provider will be notified of the date and time of the applicants' FRE/ initial standard reporting event when the Service Commission Form which the Asylum Routing Team will fax to them is received.

[Back to contents](#)

5.4 Transport

The Asylum Routing Team may arrange for the applicant to be collected from the point of claim and transferred to Overnight Accommodation or directly to Initial Accommodation (IA) and arrange the transport for those placed in Overnight Accommodation to be taken to their Initial Accommodation. Transport will be arranged to take the applicant from the IA to the FRE or an initial standard reporting event in line with regional practices.

Applicants residing in private accommodation will not be provided with transportation and are expected to make their own arrangements to travel to their accommodation and where necessary, to the FRE or initial standard reporting event.

5.4.1 Arranging Transport

ART commission journeys from the non-detained transport provider. There may be up to 3 journeys arranged by the Asylum Routing Team, depending on the applicants' circumstances, for example, the applicant may require transport from:

Point of Claim → Overnight Accom. → Initial Accommodation → FRE

Where the applicant is transported directly to their Initial Accommodation only two journeys will be requested of the Transport provider, G4S. Transport is arranged through a web-based portal provided by the transport provider. The details of each journey that the

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applicant will be expected to take should be entered on to the portal along with information about the person/s to be transported. In certain circumstances the journey request is emailed to the transport provider.

[Back to contents](#)

Archived

6. Routing Cases on CID

6.1 Initial Checks

Initial checks must be carried out on CID to ensure there are no issues which may have an impact on the routing process. To do this officers will look at the CID 'NAM Routing Scenario', which takes you through all the screens and fields within CID which need to be checked and/or updated to carry out the routing process.

6.1.1 Special Conditions

Officers will check for any health issues or special needs which the IA provider needs to be informed of where accommodation is required. Officers will also check if the applicant is age disputed or a child (and whether an age assessment has been done); if age disputed the additional information should say if the applicant should be routed in the adult process or disputed age process. Any special needs and/or health problems must be entered onto the Service Commission Form faxed to the IA provider when confirming accommodation. Care must be taken to ensure that information given to the IA provider does not breach data protection laws.

6.1.2 Case Notes and Person Notes

Officers will check for information which may have an impact on the case, such as:

- Whether the referral sheet information is consistent with the information entered on CID
- Whether there are any family members not linked
- Any reasons the applicant will be unable to travel e.g. pregnancy
- Whether accommodation is required
- Whether the case is a TCU, OSCU, further reps or whether there may be possible prosecution action. In which event the case **cannot** be routed unless advised to.

6.1.3 Submitted Documents

Officers will check to see what documents the applicant submitted when the claim for asylum was made, in order to establish what documents should be prepared for the applicants' onward movement.

- If the applicant was issued an IS151A, an IS96 should be prepared.
- If the applicant has a valid passport and extant leave – an IS248 instead of an IS96, if there has not been suspected illegal entry should be prepared.

[Back to contents](#)

6.2 CID Updates

When the initial checks have been completed, and if applicable the Initial Accommodation has been booked and the Service Commission Form has been faxed to the provider confirming the Initial Accommodation booking, the routing process can be entered on CID. Officers should save the changes before moving onto the next screen.

[Back to contents](#)

7. Out of Hours Claims

Where applications for asylum are made when the Asylum Routing Team are closed, cases will still be referred, however no action will be taken by ART until the following day.

In keeping with the timescales of end to end case management once the asylum claim has been registered on CID it is considered day 0. Therefore if a claim is made at 03:00hrs, the end to end process will not commence until the case has been entered onto CID.

[Back to contents](#)

7.1 Routing Team Closed

The Asylum Routing Team is open for new referrals between the hours of 08:00 and 19:00 Monday to Friday; 08:00 – 18:00 on Saturday; and 09:00 – 15:00 on Sunday.

Where the ART is closed the case will be brought to their attention the following day, for action. The Asylum Routing Team will route as per usual practice and:

- fax a copy of the FRE Invitation Letter to the point of claim
- send a copy to the relevant Social Services children's contact or to the applicant at his current address
- send guidance to the point of claim regarding where the file should be sent

Officers should issue an IS96 to the applicant. However, where the point of claim defers screening to another date the IS96 should reflect the screening date. In all cases the point of claim must fingerprint the applicant. When the applicant attends and screening is completed the applicant should receive a new IS96 reflecting the date, time and location of the FRE or standard initial reporting event where booked. This only applies to out of hours claims.

[Back to contents](#)

7.2 Out of Hours Accommodation

Where a claim for asylum is made and accommodation has been requested, the point of claim will telephone the transport provider and the applicant will be taken to Overnight Accommodation from a pre-determined list.

Where the applicant comes to the attention of another agency, e.g. the police or hospital, and there is no record of a previous asylum claim the authority should contact an Agency designated official who will determine whether the applicant is vulnerable, i.e. has dependants, is pregnant or has medical or special needs. If they are deemed vulnerable they will be given access to Initial Accommodation overnight for the applicant to make an asylum claim the following day. For further information see the Asylum Instruction [Eligibility and Assessment of Asylum Support](#) and the Asylum Support Policy Bulletin 73: [Provisions of Emergency Accommodation](#).

[Back to contents](#)

7.3 Out of Hours Transport

Officers will contact the Transport Provider directly, who will take the call details and transport the applicant to Out of Hours Accommodation, nearest to the point of claim.

The Transport Provider will email the details of all the transfers of applicants carried out overnight to the ART Transport Section the following morning. ART then update the Out of Hours Log, with the following details:

- name of port, LEO or Police Station
- full address
- referring officer
- warrant number of Immigration Officer
- contact details
- time
- date

[Back to contents](#)

8. Routing Documents

The Asylum Routing Team will generate the appropriate documents the applicant will need in order to be routed. Asylum routing letters are issued to the applicant, with the exception of the RT4, prior to being transferred from the point of claim. These are:

- IS96 or IS248
- FRE Invitation Letter (ICD.3391)
- RT1 or RT2
- RT4

The Asylum Routing Team will inform the point of claim that the documents have been completed. This will enable the officers in the ASU, LEO or port where there is access, to look at the documents on DocGen and check for any errors and highlight any amendments that may need to be made.

[Back to contents](#)

8.1 IS96

In cases where an IS151A has been issued, ARIAT will generate an IS96 reflecting the date, time and location of the FRE or an initial standard reporting event. For cases involving children and age disputes an FRE Invitation letter will be issued. For out of hour's cases the point of claim will issue an IS96 to the local reporting centre to where the applicant will be TA'd to. The ART may, depending on timings send the FRE invitation letter to the applicant at the accommodation or the applicant will receive the new IS96 when they report to the reporting centre.

An IS96 must be prepared for the main applicant and all **adult** dependants in all cases with the exception of Heathrow cases, where an IS96 is prepared for the main applicant and **all** dependants. Age disputed cases will be issued IS97M in all cases. Where a Merton Compliant Age Assessment has not been completed at the point of claim an Age Dispute Report BP7 will be completed.

8.2 IS248

An IS248 will be generated in cases where the applicant has made an in time after entry claim. An IS248 should be prepared for the main applicant and **all** dependants, in all cases.

8.3 FRE Invitation Letter

The FRE invitation letter is always issued to children, those accepted into the age disputed process and to an adult applicant when illegal entry papers are not being served or EEA nationals. The invitation letter notifies the applicant of the date, time and place of their FRE and informs the applicant that they must arrive on time and what action the applicant should take in the event they are unable to attend the FRE.

Officers will insert the FRE details and select the corresponding location and telephone numbers from the drop down menus.

8.4 RT1

The RT1 is issued to applicants who request accommodation provided by the UK Border Agency.

The letter outlines which regional location the offered accommodation is and confirms the date and time the applicant will be collected from the Overnight Accommodation and transferred to the Initial Accommodation and how much luggage they will be able to travel with.

Officers will amend the letter to reflect whether the applicant is being transferred to Overnight Accommodation to await further travel to Initial Accommodation or being transferred directly to Initial Accommodation.

The names, DOB and port references of each dependant, if any must be included in the letter.

8.5 RT2

The RT2 Asylum Routing letter is issued to applicants who have private accommodation. The letter confirms that the applicant did not request accommodation although, should they wish, they can later request to be accommodated.

There are no travel arrangements necessary as the applicant is expected to organise their own travel arrangements.

The names, DOB and port references of each dependant, if any must be included in the letter. Please note this letter should not be given to EEA nationals.

8.6 RT4

The RT4 is not issued to the applicant but it informs the point of claim what documentation has been prepared to be issued to the applicant, which region will be responsible for the case and where to send the file. The RT4 (File Cover Sheet) will be completed with the applicants' HO ref, date of application, point of claim, routing officers' name and date the case was routed.

In the event letters are for the attention of Social Services, the ART will insert the relevant Social Services department, for example Lambeth Social Services etc.

[Back to contents](#)

Queries

[Back to contents](#)

Archived

Glossary

Term	Meaning
AIU	Asylum Intake Unit
ART	Asylum Routing Team
ASU	Asylum Screening Unit
BO Report	Business Objective Report
BP7	Age Disputed Report
DEPMU	Detention Escort and Population Management Unit
DFT	Detained Fast Track
FRE	First Reporting Event; – Occasion where case owner and applicant meet for the first time.
IA	Initial Accommodation
IS96	Immigration Service document that details, when, where and how frequently the applicant must report.
IS97M	Immigration Service document (Port) that informs the applicant that both screening and supervising officers believe the applicant to be over 18.
IS248	Immigration Service document that details, when, where and how frequent the applicant must report, given to applicants with extent leave to remain or enter when they claimed asylum.
IS151A	Immigration Service Illegal Entrants notice to a person liable to removal
LEO	Local Enforcement Office
RT1 (ICD.3070)	Asylum Routing Letter issued to applicants who require accommodation
RT2 (ICD.3072)	Asylum Routing Letter issued to applicants who do not require accommodation
RT4 (ICD.3074)	Routing Team's file cover minute sheet.

Document Control

Change Record

Version	Authors	Date	Change Reference
1.0	M-A. M	23/04/08	Approved Draft
2.0	M-A.M	21.09.09	Review and amendments inline with changed FRE policy and Children's Duty
3.0	M-A.M	20/10/09	Amendments in line with Liverpool ASU and Further Submissions change

Review

Reviewed By Name	Date	Position
Grant Trimmer	April 2008	Process Manager
Katy Russell	April 2008	Senior Process Manager
Grant Trimmer	2009	Process Manager
Katy Russell	2009	Senior Process Manager
Charlotte Baldock	Sept 2009	Senior Programme Support Officer
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Issue Control

Approved for Publication by Name	Date	Role
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