

## PHOTOCOPIES

### 1. Photocopies sent in by applicants

1.1 We should always ask to see original documents in support of an application for or a claim to citizenship. Photocopies are generally unacceptable, and particularly so where:

- there is good reason to suppose that the photocopy (or the original) has been forged
- it is illegible
- it does not contain complete or up-to-date information (e.g. an incomplete photocopy of the pages of a passport, or a complete photocopy which is thought to have been taken prior to relevant absences from the United Kingdom)

1.2 Photocopies should only be accepted where:

- the applicant/claimant puts forward convincing reasons for not being able to supply the originals, **and**
- they are supplied by a reputable third party (e.g. an MP, a solicitor, a Government department or a Citizens' Advice Bureau)

### 2. Application made on a photocopy of an application form

2.1 This is acceptable, even if the particulars entered on the form are only a photocopy, provided that we have the declaration signed by the applicant in his original handwriting (not a photocopy). However, prospective applicants should not be encouraged to apply in this way since the form might be out of date.

### 3. Making photocopies

3.1 Staff must comply with current Home Office Notices about reprographic services and economies in their use. Passports and other documents sent in support of an application should not be copied automatically (a PASSPORT RECORD proforma should normally be completed instead).

3.2 Management Support Unit should be advised of any bulky documents which need to be copied.

### 4. Photocopies of classified papers

4.1 An officer of at least Senior Caseworker/HEO grade must be consulted before a photocopy is made of a classified document.