



Home Office

Completing the Parole Board information form

Version 4.0

Contents

Contents.....	2
About this guidance.....	3
Contacts	3
Publication	4
Changes from last version of this guidance	4
Completing the standard form	5
Onward action by Her Majesty’s Prison and Probation Service	6

About this guidance

This guidance tells Criminal Casework (CC) caseworkers the action to take to complete the Parole Board information form.

The Public Protection Casework Section (PPCS) of Her Majesty's Prison and Probation Service (HMPPS) may contact you for information about deportation intentions relating to a foreign national offender (FNO) ahead of a Parole Board hearing.

The [Parole Board](#) is an independent body that works with criminal justice partners to protect the public in the UK. They risk assess prisoners to decide if they can be recommended for a move to open prison conditions, or safely released into the community.

To make decisions on suitability for open prison conditions and release in the case of foreign national offenders (FNOs) serving indeterminate sentences (those with sentences for public protection and life sentences) who may appear before them, the Parole Board needs information about:

- their immigration status
- the likelihood of the Home Office enforcing deportation or removal

There is a specific process to make sure information can be shared between CC, who consider and manage the deportation process in the majority of FNO cases, and HMPPS.

Prisoners serving an indeterminate sentence for public protection (IPP) will receive a first review on the tariff expiry date (TED). This means that those IPP cases with a minimum tariff of 3 years will have a Parole Board review on their TED, so at 3 years or less if the tariff is less. However, those with tariff of 3 to 6 years will have a review halfway through that period.

The earliest Parole Board hearings for lifers and prisoners with an IPP, that has a minimum tariff of more than 6 years, will be 3 years before the TED. This means CC will not have begun active consideration of the FNO's deportation. As the eligibility date for release approaches CC will be able to provide more detailed information.

HMPPS presents the information provided by CC about FNOs immigration status to the Parole Board as part of the representations on behalf of the Secretary of State.

Contacts

If you have any questions about the guidance and your line manager or senior caseworker cannot help you or you think that the guidance has factual errors then email CC Business Assurance and Development Team.

If you notice any formatting errors in this guidance (broken links, spelling mistakes and so on) or have any comments about the layout or navigability of the guidance then you can email the Guidance Rules and Forms team.

Publication

Below is information on when this version of the guidance was published:

- version **4.0**
- published for Home Office staff on **13 September 2017**

Changes from last version of this guidance

Parole form amended to reflect referral made within 12 months of Tariff Expiry Date

Related content

[Contents](#)

Completing the standard form

This page tells you how to complete the standard form.

The form is submitted by the Public Protection Casework Section (PPCS) of Her Majesty's Prison and Probation Service (HMPPS) requesting immigration information about a foreign national offender on behalf of the Parole Board.

PPCS contact Criminal Casework (CC) to ask for information about the immigration status and deportation intentions around 8 weeks before a Parole Board hearing. PPCS will provide a template asking for the information, which you must complete and return within 4 weeks of receipt. For a blank copy of the template, see: Parole Board information form.

At the point of the first review, in lifer cases (3 years before the foreign national offender' (FNO's) minimum tariff expiry date (TED) set by the sentencing court) you must give an indication to show whether you intend to pursue deportation against that FNO. However, at that early stage, you will not be in a position to offer more detailed information about an individual case. This means you must only complete section A of the form.

At later reviews (the assumption being the case is 12 months or less away from the TED) you will have started active consideration of deportation action against the FNO, and will be in a position to provide PPCS with the further information requested. This means you must complete section B of the form.

Related content

[Contents](#)

Onward action by Her Majesty's Prison and Probation Service

This page tells you what action follows when you have given immigration information to the Public Protection Casework Section (PPCS) of Her Majesty's Prison and Probation Service (HMPPS) about a foreign national offender (FNO).

At reviews of a FNO's parole, PPCS will provide you with an assessment which tells you the prospects of the Parole Board recommending the prisoner's move to open prison conditions or directing their release into the community, based on the reports in their parole dossier.

This will be a suitable opportunity for you to begin formal deportation action if you have not already done so, and consider if it is appropriate.

After you have sent the necessary information about the FNO's immigration status and Criminal Casework's (CC's) deportation intentions to PPCS, HMPPS will present that information to the Parole Board as part of the representations on behalf of the Secretary of State.

They will present it using the format set out on the Parole Board information form. PPCS will also complete a letter for the Parole Board, based on the information you have provided.

Related content

[Contents](#)