



Home Office

**General Instructions
Immigration Removals, Enforcement and Detention**

Reporting and offender management

Version 2.0

Contents

Contents.....	2
About this guidance.....	4
Contacts	4
Publication	4
Changes from last version of this guidance	4
Reporting: powers	5
Identifying individuals to report.....	7
Liability to report	7
People on Secretary of State (SoS) immigration bail	7
People who make in-time claims for asylum	7
EEA administrative removals: liability to report	7
First-tier Tribunal immigration bail.....	7
Out of contact and absconder cases.....	8
Reporting radius	8
Reporting frequency	9
Managing reportees	12
Face to face contact	12
Caseworker role and case management	12
New intake	13
Accompanied reporting.....	14
Managing existing reportees.....	14
SMS reminders	15
Failure to report cases	15
Logging identity.....	15
Application registration cards	15
Asylum support payment enablement cards	16
Fingerprints	16
Photographs.....	17
Change of address	17
Advice on voluntary returns.....	19
Interviewing reportees	20
Reporting centre interviews	20
Mitigating circumstances interview	20
Screening and substantive asylum interview	20

Documentation and emergency travel document interviews	20
Reporting by asylum applicants	23
Asylum applicants.....	23
Financial support.....	23
Suspension or discontinuation of support	23
Referring further submissions (asylum).....	23
Rescheduling or cancelling reporting events	24
Cancelling reporting restrictions.....	24
Requests for absence.....	24
Attendance at a place of education or study	24
Employment and volunteering.....	25
Medical absence	25
Childcare issues.....	26
Legal consultations	26
Interviews and hearings	26
Religious or faith grounds	27
Other reasons to vary reporting	27
Service provision	28
Public enquiries	28
Infrastructure.....	28
Information.....	28
Staff engagement with reportees	28
Health and safety.....	29
Incidents and people at risk.....	30
Incidents and abuse.....	30
Suicide and self-harm threats	30
Referral to children or adult services	30
Travel expenses.....	31
Eligibility.....	31
Criteria for entitlement	31
Exceptional need	32
Issuing travel tickets by post.....	33
Travel ticket abuse.....	33
Lost and stolen tickets	33
Decision notices	34

About this guidance

This guidance provides the background to reporting and offender management (ROM) and guidance to Home Office Immigration Enforcement staff on setting up and maintaining contact with individuals who are required to report with the aim of concluding cases.

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 Enforcement Policy.

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 **2.0**
- published for Home Office staff on 22 January 2018

Changes from last version of this guidance

Guidance updated to reflect:

- changes made in line with enactment of schedule 10 to the Immigration Act 2016 (immigration bail)
- changes to [European Economic Area \(EEA\) administrative removals: liability to report](#) guidance
- new [SMS reminders](#) guidance

Related content

Immigration bail

Detention - general guidance

Non-compliance and absconder process

[Contents](#)

Reporting: powers

This page tells you about the legal basis for requiring a person to report to Immigration Enforcement reporting centres, or to any other place or person, and additional conditions that may be imposed.

You can require an individual to report to the Home Office, either at a reporting centre or another place, as specified, if they are an:

- illegal entrant who is detained or liable to detention as a person subject to removal or deportation
- asylum seeker who makes an in-country application for protection

The individual must continue to report until their case is concluded and they:

- are granted leave to enter or remain in the UK
- leave the UK voluntarily or are removed

The legal basis for requiring an applicant to report to Immigration Enforcement reporting centres, or another place as a condition of immigration bail, is paragraph 2(1)(d) of [schedule 10 to the Immigration Act 2016](#) when they are detained, or liable to detention, under:

- paragraph 16(1), (1A) or (2) of [schedule 2 to the Immigration Act 1971](#) (detention of persons liable to examination or removal)
- paragraph 2(1), (2) or (3) of [schedule 3 to the Immigration Act 1971 that Act](#) (detention pending deportation)
- [section 62 of the Nationality, Immigration and Asylum Act 2002](#) (detention of persons liable to examination and removal)
- [section 36 \(1\) of the UK Borders Act 2007](#) (detention pending deportation)

You can only impose reporting conditions for individuals under these paragraphs where the subject has been informed that they are liable to detention.

As mentioned above, a person granted immigration bail may, under paragraph 2 1) (d) of schedule 10 to the 2016 act, be required to report to “the Secretary of State (SoS) or such other person as may be specified”. Whilst reporting events are currently carried out at Home Office reporting centres and police stations, this clause allows flexibility to conduct reporting events at other locations as may be agreed and arranged.

If you are setting reporting conditions you must consider the person’s vulnerability, removability and assessed risk of harm to the general public when deciding the frequency of any reporting.

You may impose a condition requiring a person to reside at a specific address.

You must follow the Home Office policy that people on conditions are prohibited from working (with the exception of asylum seekers awaiting a decision for 12 months or more who may work in restricted occupations), see [employment and volunteering](#).

You can require in-country asylum seekers and their dependents to report under the application of [section 71 of the Nationality, Immigration and Asylum Act 2002](#), as amended, where they have claimed asylum whilst holding extant leave. A reporting condition imposed under this section is treated as if under schedule 10 to the 2016 act. If a person fails to comply with a condition imposed under this section, they become liable to detention under paragraph 16 of schedule 2 to the 1971 act.

You can also require non-detained foreign national offenders to report as a condition of immigration bail while they still have current leave if the Home Office is considering whether to make a deportation order against them under [section 5 \(1\) of the Immigration Act 1971](#).

Related content

[Contents](#)

Identifying individuals to report

This page tells you about the categories of individuals, and their case types, who may be required to report. It also tells you about Immigration Enforcement reporting centre locations and reporting frequencies.

Liability to report

Other than when an in-time claim for asylum has been made, individuals must have been served with a notice of liability to administrative removal, or deportation from the UK, before being required to report. See [decision notices](#) for a list of current and historical forms and the circumstances in which they will have been served.

People on Secretary of State (SoS) immigration bail

When an individual, including a foreign national offender, is subject to immigration bail you can require them to attend their first reporting event (FRE) by serving them notice using form BAIL 201. This document details where, when and how often they must report to the Home Office, or some other person or location, as specified.

For further information on service of notices, see liability to administrative removal (non European Economic Area (EEA)) - consideration and notification.

People who make in-time claims for asylum

When a person with extant leave or status in the UK makes a claim for asylum they can still be required to report under [section 71\(2\) of the Nationality, Immigration and Asylum Act 2002](#). You need to inform them of this by the service of form IS.248.

EEA administrative removals: liability to report

When you decide that an individual subject to EEA administrative removal (who has been served with an IS.151A (EEA)) will be subject to reporting conditions, you need to inform them of this by the service of form BAIL 201.

EEA nationals subject to administrative removal are liable to removal and reporting restrictions so long as they continue to satisfy the criteria described in European Economic Area administrative removal. EEA nationals reporting in accordance with their conditions must be interviewed to ascertain whether there has been a material change of circumstance that means it is no longer appropriate to continue with a reporting regime and administrative removal.

First-tier Tribunal immigration bail

A person who is detained under one of the provisions mentioned under [Reporting: powers](#) can apply to the First-tier Tribunal (FTT) for a grant of immigration bail.

The application form for First-tier Tribunal bail (B1) is given to detainees at the point of initial detention. The detainee, or their representative, sends the completed form to the First-tier Tribunal directly.

Out of contact and absconder cases

For cases held by the National Tracing team (NTT) where individuals previously thought to have absconded are now back in contact, reporting and offender management (ROM) teams, who staff Home Office reporting centres, are responsible for issuing the new form BAIL 201.

See Immigration bail for full details on the application, consideration and grant processes for the different types of immigration bail.

Reporting radius

Individuals subject to reporting will be required to attend the nearest reporting centre or other specified location, including police stations, to their home address. There is no upper limit to the distance which an individual may be required to travel in order to attend their nearest reporting centre. When deciding reporting conditions you must give due consideration to the young, elderly and those with medical issues and the potential impact of frequent travel over long distances (in excess of 2 hours' journey time each way). You should consider requiring reporting to a police station, or other specified location, if possible. However, there will still be occasions where that person will be required to attend a reporting centre, such as to attend an interview.

There are currently 14 dedicated reporting centres nationally:

- **London and South:**
 - Central London
 - West London
 - South London
- **North, Midlands and Wales:**
 - Liverpool
 - Manchester
 - Leeds
 - Sheffield
 - Solihull
 - Loughborough
 - Cardiff
 - Swansea
 - Middlesbrough
- **Scotland and Northern Ireland:**
 - Glasgow
 - Belfast

See also [immigration reporting centres](#).

Additional police supported ROM reporting currently takes place geographically in some of the listed areas as well as South Central, South West and the East of England.

You should use the ICE finder to select an appropriate reporting location. There may be slight variations in calculation and a reasoned approach must be taken when considering further distances and reporting to a centre.

Under certain circumstances, and at the discretion of the ROM manager, individuals living within a reasonable distance of a reporting centre may be directed to report to a police station. This decision may result from incidents of aggressive behaviour by an individual at reporting events, or where that person has previously been arrested for a criminal offence. Such cases will be prioritised for removal, or other case progression or conclusion.

Reporting frequency

Frequency of reporting is decided by the local ROM manager on a case-by-case basis, except for deportation cases, where the frequency is determined by the caseworker, and FTT bail cases where the FTT has not directed that the SoS may vary bail conditions.

You must consider the specific facts of the case when deciding an individual's reporting schedule. Such considerations may include progress to removability, the level of harm assessment attached to the case, or if the person is vulnerable. Reporting schedules can be either:

- frequent (monthly or more often)
- infrequent (3 monthly or less often)

ROM teams are also able to vary reporting so that attendance in person is not required. Electronic monitoring (tagging) and voice recognition (VR) can also be used for contact management purposes.

For criminal deportation cases, any decision to vary reporting must be made by the caseworker. For other cases, a decision to vary reporting can be taken by local ROM managers.

The ROM manager can consider factors including the resources available, the size of the reporting population, or an individual's special medical needs. Any non-compliance with alternative reporting can, following consideration by the ROM team, result in a decision to revert to the requirement for attendance in person.

You can also link other contact, through scheduled appointments or emergency travel document (ETD) interviews, to a reporting event that an individual is required to attend, as notified to them by form BAIL 201. You must record on CID that the events are linked.

Reporting frequency for those who have yet to receive an adverse asylum decision must be agreed between the ROM team and asylum caseworkers.

ROM teams can decide to increase the established reporting frequency for individual cases, including, but not limited to:

- third country cases
- cases of non-compliance

ROM teams can decrease the reporting frequency for individuals who have been assessed as vulnerable or at risk, including, but not limited to:

- certified evidence of an appointment with Freedom from Torture (FFT) or the Helen Bamber Foundation
- [pregnancy](#)
- [children \(under 18\)](#)

Pregnancy

During pregnancy:

- the reporting regime will be suspended for the 6 weeks before the expected week of childbirth (refer to the certificate Mat B1 which must be provided by the reportee) and 6 weeks after birth:
 - ROM teams may maintain telephone contact with the reportee to ensure wellbeing during this period
 - to extend this period, a medical certificate must be supplied
- once reporting conditions are resumed, the original birth certificate must be produced, verified by the ROM team and recorded on CID, and the details of the child recorded as a dependant of the reportee

Children (under 18)

You should not normally require children to report. However, you can serve them a form BAIL 201 requiring them to report in the following circumstances:

- between their seventeenth and eighteenth birthdays in the case of unaccompanied asylum seeking children (UASC), where the ROM team may schedule a one-off event, liaising with local social services, in order to introduce the child to the reporting process- the ROM team must invite an appropriate adult (care worker or guardian) to accompany the child
- when they have entered the family returns process and attempts to invite parents to include children at reporting events have failed:
 - you must always consider inviting the parents to include the children in reporting events before serving a child with form a BAIL 201
 - requiring a child to report will be rare and the decision will be made on a case by case basis by the caseworker and ROM manager, taking into account [every child matters: statutory guidance](#) and the best interests of the child

For further details on assessment of vulnerability, see identifying people at risk.

In all cases where the reportee is a foreign national offender (FNO), the criminal caseworker retains the final authority on decisions regarding the bail conditions, including frequency of reporting.

Related content

[Contents](#)

Managing reportees

This page tells you how reporting and offender management (ROM) teams manage new and existing reportees, how the role of local caseworkers and their liaison with ROM teams progresses immigration cases, and the role played by ROM teams in the logging of identity, changes of address, and instances of failure to report.

In the interest of increasing the efficiency and progression of each event, ROM leads have the authority to manage the transactions the reporting centre conducts.

Management includes the following operations:

- reception of new intake
- management of the existing reporting centre attendees
- monitoring of failure to report cases
- cancellation of reporting conditions where required

Face to face contact

Reporting events allow ROM staff to undertake face to face contact with individuals, which can subsequently allow:

- the gathering of specific information caseworkers request
- appropriate and planned offers through the voluntary departures scheme
- the re-documentation process in order to secure emergency travel documents (ETDs)
- the reportee to inform counter staff of any changes in their personal circumstances

This list is not exhaustive.

Official – sensitive: start of section

The information in this section has been removed as it is restricted for internal Home Office use.

The information in this section has been removed as it is restricted for internal Home Office use.

Official – sensitive: end of section

Caseworker role and case management

All reporting individuals will have a caseworker. This is more likely to be a named caseworking team rather than an individual.

To request specific actions to be completed to aid case progression you may use the following methods:

- the tasking process including requests for detention, travel documents and interviews
- contacting the ROM team email inbox for short requests which may only involve questions being put to the reportee when the individual reports
- record full notes on CID to give a response to the caseworker in order for the individual's case to be progressed

New intake

The first reporting event (FRE) will result from the actions of one of several different teams, including asylum casework teams (or asylum routing team), referrals from Criminal Casework (CC), Returns Preparation, Detained Casework and detections made by enforcement teams.

Before the FRE, the ROM team must assess the required frequency against the criteria detailed in [reporting frequency](#) and schedule a continuing reporting regime. ROM teams have ownership of reporting regimes, but must give consideration to agreeing a pattern for first reporting events with partner teams to assist in managing the new intake. For example, First-tier Tribunal (FTT) bail cases have regimes set by the courts and the ROM team can only vary the reporting frequency where the FTT has directed that the SoS can vary the bail conditions. In addition, Criminal Casework cases have regimes set by the caseworker, which can only be varied by the relevant authority (ie an immigration judge or criminal caseworker).

On arrival, the first time reportee should have a clean form BAIL 201 with no previous reporting events noted on it.

When an individual attends a reporting centre without a BAIL 201, security will advise counter staff. You must check the reportee's details against CID records and may request additional documentation to verify identity. This may include an official Home Office letter, an application registration card (ARC), an asylum support payment enablement (ASPEN) card or another form of documentation.

Where you have any doubt of the individual's identity, you must reschedule the reporting event and require the individual to present their BAIL 201 at the new event. You also have the option of further interviewing to establish the person's identity. In cases of lost BAIL 201s you must record the incident on CID and issue a new BAIL 201.

A reporting centre may admit reportees who have transferred from another reporting centre after relocating. The 2 ROM managers must discuss and agree the necessary arrangements, allowing for the management of demand.

As the caseworker, you are likely to be the first person to be made aware of a reportee's [change of address](#). In such instances, you, the caseworker, must update CID, inform both ROM managers and issue the first BAIL 201 for the new location to enable accurate population management.

Accompanied reporting

The reporting centre manager has discretion as to whether a person reporting may have someone accompany them, such as a legal representative, a support or charity organisation worker, or volunteer. Where the person reporting is vulnerable, or where they are reporting for the first time, are typical examples of when assistance is requested.

You should not consider accompanied reporting to be routine, but it can be permitted in exceptional cases where specific requests are made to the reporting centre manager. A person accompanying the reportee must only be allowed into the waiting area, you must not permit them to intervene on the person's behalf at the counter.

Managing existing reportees

You must conduct an individual's reporting event with the aim of maintaining contact with the person and, where appropriate, carrying out interviews and updating the person on actions on their case.

Through the reporting event you must perform the following essential database functions:

- identify failures to report due to a blank calendar event
- set up future reporting events for one or more events, depending on current frequency
- check whether address, telephone and email details are correct
- update Home Office records when notified of changes to personal, family, or other details
- inform the caseworker of any changes

Official – sensitive: start of section

The information in this section has been removed as it is restricted for internal Home Office use.

The information in this section has been removed as it is restricted for internal Home Office use.

The information in this section has been removed as it is restricted for internal Home Office use.

SMS reminders

A centrally managed service sends reportees reminders of when they are due to report, the text message being sent the week before the next event. This replaces the previous manual reminder letter process and encourages greater compliance by reportees attending their appointments.

The new text messaging service will send a message to most reportees. The service may also be used to notify reportees of any:

- public holiday reporting centre closures
- unexpected reporting centre closures

See also [immigration reporting centres](#).

Failure to report cases

For all cases failing to report you must follow the non-compliance and absconder process.

Where contact is made with a person previously notified as out-of-contact who now wishes to make an asylum claim, ROM staff must:

- check the individual's previous immigration status, particularly whether they have claimed asylum before
- if there is a previous asylum claim and it has been withdrawn, treat the case as further submissions (as opposed to a first claim), refer to the asylum instruction on further submissions for full details
- if the previous asylum claim has not been withdrawn, refer the case back to the last assigned asylum casework team
- where there is no previous asylum claim, inform the person to contact the [asylum intake unit](#) (AIU)

Logging identity

See also Identity management (enforcement).

In addition to photographs and fingerprints, there is a need for Immigration Enforcement to hold relevant personal information in order to progress a case. For full details refer to the guidance on identity checks.

Application registration cards

The application registration card (ARC) is provided to each asylum seeker and contains information on the claimed identity and immigration status of the holder, including confirmation of the person as an asylum claimant.

ROM teams are currently responsible for updating ARCs throughout an individual's reporting regime and where facilities exist, can also issue new ARCs.

Asylum support payment enablement cards

You do not need to validate or update the asylum support payment enablement (ASPEN) pre-paid debit card. As the collection of support is not dependent upon reporting and validation of the card, you must follow the failure to report process in the non-compliance and absconder process. If the person fails to attend a reporting event you must quickly inform both your regional Asylum Support Compliance team and the caseworker.

For further information on asylum support, including procedures for lost and stolen cards, and breaches of support conditions, see asylum support instructions.

Fingerprints

Fingerprints are essential for identification purposes and to ensure that the right individual can be identified when a case is in progress. You must take fingerprints at the earliest opportunity if they are not recorded on the system.

Under [section 141\(7\) of the Immigration and Asylum Act 1999](#) fingerprints must be taken as soon as possible after establishing that the person is liable to be fingerprinted, when the person:

- on arrival in the UK, fails to produce a valid passport or other document establishing their identity and nationality or citizenship
- requires leave to enter or remain in the UK but does not have it
- has been detained or is liable to detention, or has been arrested under schedule 2 to the Immigration Act 1971 (see Administrative powers)
- has made a claim for asylum or is a dependant of such a person
- is the subject of a deportation order

This means that most reportees will have been fingerprinted before their first physical reporting event. However, there may be circumstances in which a reportee has not previously been fingerprinted under section 141(7), such as when a person is reporting for the first time having overstayed their leave in the UK and been granted immigration bail and required to report. In these circumstances, under section 141(7)(b), the reportee can only be fingerprinted if either:

- an Immigration Officer (IO) reasonably suspects that they may break a residence or reporting condition
- the reportee gives fully informed consent

'Fully informed consent' means that consent is given after a full explanation as to what will happen, how those fingerprints may subsequently be shared with other government departments and agencies, and when that fingerprint record will be destroyed (as stated on form IS86), has been given to the person concerned.

For further information about photographs and fingerprinting (including the fingerprinting of minors and vulnerable adults), see identity management (enforcement).

Photographs

All reportees must have their photograph taken and entered on CID. Where this is missing, you must obtain a current photograph at the earliest opportunity and upload it onto the system. However, when the person has been granted immigration bail, the reportee can only be required to provide their photograph under section 141(7)(b) if either:

- an IO reasonably suspects that they may break their residence or reporting condition
- the reportee gives fully informed consent

Change of address

When advised of a change of address, you must request proof of the new address from the reportee. Acceptable documents are:

- a tenancy agreement or a letter from the landlord with a recent date and clearly stating the reportee's name
- a recent household bill in the name of the reportee
- a letter from the landlord or acquaintance confirming the reportee as a tenant or lodger and a copy of a recent household bill in the landlord's name

On receipt of proof of address, you must:

- update CID address maintenance screen, accurately recording and formalising the new address, as well as closing the previous address
- check the new postcode against the Immigration Compliance and Enforcement (ICE) team finder to determine the correct reporting location
- inform the caseworker

For individuals moving into and out of asylum support accommodation the Asylum Support team must update the records.

Where the reportee's new address dictates a change in reporting location, the current ROM team must:

- update the CID address maintenance screen, accurately recording and formalising the new address, as well as closing the previous address
- set up a one-off reporting event with the new reporting centre
- issue a BAIL 201 for the one-off event

- update CID notes requesting the scheduling of future reporting events by the new ROM team, and update CID notes with the proof of address provided by the reportee
- inform the caseworker

Reportees may be disqualified from renting private accommodation due to their immigration status. In certain circumstances, the Home Office may grant permission to rent to these people. You must familiarise yourself with Right to rent guidance.

If you believe that the reportee may be renting premises while being disqualified from doing so and without permission, you must consider referring the case to the Interventions and Sanctions Directorate (ISD).

Related content

[Contents](#)

Advice on voluntary returns

This page tells you about advice on voluntary returns and how reporting and offender management (ROM) teams record promotion of voluntary returns on Home Office databases.

The reporting team has a vital role in persuading individuals with no legal basis to be in the UK to return home voluntarily before their removal is enforced.

Options for an individual to return home are:

- voluntary departures scheme (see Integrated Voluntary Departures Service)
- facilitated return scheme

Every time you promote voluntary departure you must place notes on the reportee's enforcement case on CID. Update the admin events screen and the special condition screen with a brief note of the reportee's response.

This information can then be collated from CID for statistical purposes and used to support future promotion or indicate whether an individual has not yet had the discussion.

Related content

[Contents](#)

Interviewing reportees

This page tells you about the specific types of interviews conducted in reporting centres by reporting and offender management (ROM) teams.

See also 'Investigative interviewing: good practice' of enforcement interviews.

Reporting centre interviews

Mitigating circumstances interview

Also known as current circumstances, the mitigating circumstances interview may be commissioned by casework teams to gather current and possibly previously undisclosed information on an individual's life in the UK. This interview may also take place as part of the usual reporting event to provide consistent updates to an individual's record.

Official – sensitive: start of section

The information in this section has been removed as it is restricted for internal Home Office use.

Official – sensitive: end of section

Screening and substantive asylum interview

Screening interviews are conducted to register an individual's asylum claim and determine how to progress the case. Individuals registering a claim for asylum will need to attend the [Asylum Intake \(Screening\) Unit](#).

The local Immigration Compliance and Enforcement (ICE) team must register and screen individuals who claim asylum following detention, unless there is an agreement in place for the consistent screening team to conduct the interview.

For criminal cases, staff in Criminal Casework may also conduct the interviews or provide specific questions to be asked. It can be vital that the interviewer explores and responds to the individual's statements to ensure clarification and confirmation of answers or claims.

See also screening and routing.

Documentation and emergency travel document interviews

Returns Preparation (RP), National Removals Command (NRC) and Criminal Casework (CC) may all conduct documentation interviews in reporting centres. In

addition ROM teams can also complete documentation interviews with reportees on their behalf. Requests will come from the caseworker through the tasking process. The caseworker must complete the initial checks to compile the supporting evidence currently held on the individual and confirm that there are no mitigating circumstances before commissioning the ROM team.

ROM teams can also identify and self-task appropriate cases for documentation interviews for the purpose of case progression. However, work required by national tasking priorities must be given priority.

Documentation interviews must take place in a dedicated interview room with a suitably trained member of staff and with an interpreter if required.

The interviews will generally take place during a scheduled reporting event. However, where the interview is scheduled to take place at a time outside of the reporting event, the reportee must be notified in writing. The interview appointment can also be used as the next reporting event, where appropriate, depending on the reporting frequency model.

You should prepare relevant paperwork in advance of the interview and complete all parts at the interview to minimise delays in referrals. As emergency travel documents are issued to an individual, ROM staff must consult guidance on engaging with younger members of families.

See also:

- family returns process
- returns logistics for further information on removals documentation

In all cases take 8 passport sized photographs as part of the interview. Where required, also take wet fingerprints. Refer to individual country information and guidance (see returns logistics) for specific requirements, and identity management (enforcement) for general information on taking photographs and fingerprints.

The interview pack must be sent to the appropriate team for submission in accordance with local guidance.

Official – sensitive: start of section

The information in this section has been removed as it is restricted for internal Home Office use.

The information in this section has been removed as it is restricted for internal Home Office use.

The information in this section has been removed as it is restricted for internal Home Office use.

Official – sensitive: end of section

Related content

[Contents](#)

Reporting by asylum applicants

This page tells you about the different categories of asylum applicants who may attend a reporting centre.

Asylum applicants

Financial support

Until a final decision is made, individuals with a pending asylum claim or further submission in the UK are entitled to be considered for financial support and accommodation. Known as asylum support, more detailed information may be found in the asylum support instructions.

Suspension or discontinuation of support

The continuation of financial support is subject to compliance with specified conditions as detailed in the breach of conditions instructions. Reporting and offender management (ROM) teams must refer cases to the relevant asylum support team for the suspension or discontinuation of support if the supported person or any dependent for whom support is being provided has:

- not complied with a reporting condition
- failed without reasonable excuse to comply with reporting conditions

Where the subject is a foreign national offender (FNO), refer them to the casework team, highlighting that the person may no longer require support.

Referring further submissions (asylum)

Failed asylum seekers (FAS) may make further submissions on why they should be permitted to remain in the UK. These will be assessed to determine whether they amount to a fresh claim.

Submissions, with relevant supporting documents can only be presented in person at the Further Submissions Unit in Liverpool. Only the principal claimant needs to attend the appointment.

For full policy details see further submissions.

Related content

[Contents](#)

Rescheduling or cancelling reporting events

This page tells you about the circumstances in which requests for absence from reporting events may be granted by the reporting and offender management (ROM) team.

Cancelling reporting restrictions

When an individual is granted leave, they are no longer:

- liable to detention
- subject to reporting conditions

The caseworker must send the decision to the applicant or their representative. The ROM team must confirm with the caseworker that:

- leave has been granted
- the individual has been notified

The ROM team can then cancel the reporting conditions, and the current and future reporting events on CID and advise the individual that reporting is being cancelled.

Requests for absence

Requests from individuals to reschedule a reporting event must be made in writing and supporting evidence must be provided, either with the letter or in person. The details below give instances where individuals may request a change and how the ROM staff consider such a request.

For deportation cases, you must ensure the caseworker is informed.

Attendance at a place of education or study

There is nothing in the Immigration Rules that prevents an asylum seeker or a person with no leave to remain undertaking a course of study. It is for the educational establishment to establish if the person is eligible to enrol. Many courses have a residence requirement, which precludes many asylum seekers. In addition, asylum seekers are not entitled to further education funding in England and Wales, but have funded access to higher education in Scotland.

If a person is eligible to enrol in a further education course, this must not:

- interfere with the requirements of the asylum process or reporting conditions
- delay failed asylum seekers' departure or removal from the UK

Pre-school: in England, all 3 and 4 year-olds, and 2 year-olds whose parents receive support under [part 6 of the Immigration and Asylum Act 1999](#), are entitled to a funded early education place on the same basis as other children. Scotland, Wales and Northern Ireland also provide funded early education but arrangements may differ.

Primary and secondary education: minor asylum-seekers between the ages of 5 (4 in Northern Ireland) and 16 have the same rights as all other children in the UK during the period of compulsory education. In England, it is compulsory to remain in some form of education or training until the age of 18.

Employment and volunteering

Individuals with no leave to remain in the UK are generally not permitted to undertake work of any kind whether paid or unpaid. However, there are specific occasions where reportees have permission to work and ROM staff must verify this by:

- checking the individual's CID record (the 'employment prohibited' box on the restrictions screen) or ASL.4264 Response to request for permission to work letter
- confirming whether the ARC (where one has been issued) states 'work permitted' or 'no work' (in terms of the type of work permitted the card states 'shortage occ', 'other', or 'student')

Employment is permitted for asylum seekers under the following circumstances:

- the claimant has waited more than 12 months for an initial decision on their asylum claim (or asylum based further submissions)
- the delay in reaching the decision is not the fault of the claimant

Whilst voluntary work is not allowed unless an asylum seeker is granted permission to work they are allowed to undertake volunteering activities at any stage of the asylum process. Volunteering activities differ from voluntary work in that payment is not received for the activities undertaken.

Any volunteering undertaken at any stage must not interfere with the asylum process requirements or reporting conditions and must not delay failed asylum seekers' departure or removal from the UK. For a full explanation of the distinction between volunteer work and volunteering see the 'volunteering' section of the permission to work for asylum seekers guidance.

See also [Shortage occupation list](#).

Medical absence

Individuals with medical conditions and appointments must still report. Where ROM teams are informed by a reportee that the next reporting event will coincide with a medical appointment, the reportee must provide original documentary evidence of

the appointment and NHS facility. You must then copy the documents and add them to the Home Office file and update CID to record that a reasonable explanation has been provided.

Official – sensitive: start of section

The information in this section has been removed as it is restricted for internal Home Office use.

Official – sensitive: end of section

You must consider whether future reporting events will be disrupted and as such the individual's reporting events may be adjusted to accommodate appointments. You may request evidence, completed by the GP or consultant treating the individual, clearly explaining why the individual cannot comply. This will not however, change the individual's frequency of reporting.

Childcare issues

Individuals with children are still required to report but you must consider the reasons behind any request to change reporting due to, for example, relying on another family member to care for the child whilst the reportee attends the reporting event. Decisions are at the discretion on the ROM manager, taking into account any impact the normal time and day of reporting and travel distance may have on the child, with due regard to [every child matters: statutory guidance](#).

See:

- Identifying people at risk
- Family returns process

Legal consultations

It is expected that a reportee's solicitor will be fully aware of the requirements on an individual to report to immigration. As such, solicitor appointments are expected to be arranged around the reporting schedule.

However, in the event that an appointment coincides with an appeal hearing, a planned voluntary departure or the submission of a new application, adjustments may be made at the ROM manager's discretion.

Interviews and hearings

Reporting individuals are entitled to attend asylum or trafficking and modern slavery interviews and appeal hearings. ROM teams must offer flexibility in these circumstances.

This also applies to criminal hearings where the individual may be expected to attend as a victim, witness, or suspect.

In all cases, you must enter clear updates on CID to explain changes to reporting events.

Religious or faith grounds

There is no requirement to change scheduled reporting events for religious reasons. ROM managers can be flexible on timings, however, there is no requirement to offer alternative days.

Other reasons to vary reporting

Any other requests to reschedule a reporting event are considered on merit and must be escalated to the ROM manager or criminal caseworker for consideration. The decision taken by the ROM manager or criminal caseworker must ensure a fair and consistent approach to reporting scheduling.

Important factors for ROM staff to consider are the impact on children and vulnerable adults and the impact on maintaining effective immigration enforcement and control.

Related content

[Contents](#)

Service provision

This page tells you about reporting centre infrastructure, health and safety in reporting centres and the professional standards expected of reporting and offender management (ROM) staff.

The list below outlines the professional standards and amenities that reportees can expect when attending a reporting centre or making an enquiry about their immigration bail conditions. The Home Office has no control over amenities within police stations for reporting purposes, or other locations that may be specified for reporting events.

Public enquiries

You must ensure you provide individuals with contact details for their local ROM team.

You must ensure specific case progression questions or applications are directed to the relevant caseworking team. Some cases no longer have a named owner, but each is allocated to a specific team.

Infrastructure

General provisions covering the infrastructure include:

- the ROM centre will be clean with furniture in good repair
- there will be access to toilets
- there will be easy access for mobility-restricted visitors
- ideally there will be a multi-faith room and baby feeding facility available
- counters will be clear of extraneous items

Information

General provisions covering information include:

- all posters on display will be correctly branded
- assisted voluntary return (AVR) and facilitated return scheme (FRS) literature will be current and on display, if local arrangements allow
- where applicable, there will be a working DVD player and TV in the waiting area promoting Immigration Enforcement information

Staff engagement with reportees

You must engage with visitors in a courteous and professional manner and expect the same of reportees and other visitors. During the reporting event:

- you must greet the individual reporting at the counter

- you must, where possible, answer questions posed by the reportee to progress each case
- you must notify the reportee when you are required to leave the counter during a reporting event
- you must make use of a separate room for discussions where privacy is required
- where reportees have English as a second language:
 - interpretation of simple questions may be conducted using a member of staff or a telephone translation service
 - for more complex or private questions, you must use an interpreter (this is essential for interviews for documentation or to progress a case)
 - you may give a letter to the reporting individual requesting that information is provided at their next reporting event, a representative for the individual may then complete it on their behalf

You must not allow any unauthorised individual to interpret for a full reporting event, voluntary departure discussion, or as part of case progression.

Health and safety

Reporting centres are public-facing offices with day to day contact with individuals, including those considered to be vulnerable or at risk. As a member of ROM staff, you have a duty of care to both reportees and colleagues in terms of health and safety. [Incidents and people at risk](#) addresses the health and safety of reportees in specific situations and staff involved may contact the Employee Assistance Programme.

See also: Critical incident management.

Related content

[Contents](#)

Incidents and people at risk

This page tells you about the response to critical incidents in reporting centres and how reporting and offender management (ROM) staff can make referrals to adult or children's social services.

Incidents and abuse

For full details of how to respond to critical incidents, see critical incident management. You must fully record all incidents on the CID special conditions screen and complete the accidents and incidents at work reporting online form.

The Home Office will not tolerate abuse towards staff. Any incidence of verbal abuse or abusive behaviour must be fully reported.

Suicide and self-harm threats

There will be occasions where individuals communicate suicidal feelings or a desire to commit self-harm by telephone, in writing or in person. You must consider all threats of suicide and self-harm to be genuine.

Referral to children or adult services

Due to regular contact with the reporting public, members of staff in reporting centres may identify irregularities in relation to the appearance and conduct of individuals.

As such, you may be concerned about the well-being of an adult or child. You have a duty to report concerns about vulnerable individuals to the relevant authorities. This is usually in the form of completing a safeguarding referral to the adult or child services unit within the local authority.

If the concern is judged to be immediate, you must call 999 for emergency services. For legislative and policy guidance for children and vulnerable adults, including modern slavery referral processes, see identifying people at risk.

Related content

[Contents](#)

Travel expenses

This page tells you about the provision of travel expenses to enable attendance at a reporting event, the criteria used to determine eligibility under exceptional need, and the response to instances of abuse of travel tickets.

Under [paragraphs 9\(4\) and \(5\) of schedule 10 to the Immigration Act 2016](#) the Secretary of State (SoS) may make a payment towards the cost of travelling expenses to enable individuals to comply with reporting conditions, but only to the extent that the SoS thinks that there are exceptional circumstances which justify the making of the payment.

Where a reporting centre or police station does not facilitate the payment of travel expenses, consideration will be given on a case by case basis to the amendment of reporting regimes for individuals experiencing difficulties with compliance. If, however, the person has no basis of stay and is non-compliant with re-documentation or voluntary departure, the reporting regime should normally not be reduced, but see [rescheduling or cancelling reporting events](#) for exceptions.

Eligibility

Assistance to meet the cost of travel will only be payable to individuals required to regularly report as part of their conditions of immigration bail. Travel expenses will not be paid where individuals are directed to attend for an interview in connection with their immigration status or for other matters, unless such events are included within an existing reporting regime.

Travel expenses will only be payable from the date an application is approved. No consideration will be given to retrospective payments for reporting.

Applications for travel expenses must be made in person by the reportee at the reporting centre. Where an application is approved, reportees will receive a travel ticket for their journey home, if appropriate, and for their next reporting event.

Criteria for entitlement

Asylum seekers living outside of the 3 mile radius of their reporting location and receiving asylum support are eligible to receive assistance with travel expenses for reporting.

Those living within the 3 mile radius or who are not supported asylum seekers will not be eligible except in cases where an individual demonstrates an exceptional need by establishing their destitution, as below.

Where an application has been approved, payment will only be made for the individual required to report. If a dependant has their own reporting restrictions with which they must comply, and are included in the asylum support claim, then they will be eligible for a travel expenses in their own right.

Where it is possible to direct a person to report to a police station or other specified location which lies within a 3 mile radius of their address, their BAIL 201 should be varied to that effect. But there may be circumstances where an individual reporting to a third party location within a 3 mile radius will still need to attend a reporting centre to attend a documentation or current circumstances interview.

Exceptional need

Where a reportee is not eligible for assistance with travel expenses, as detailed in [criteria for entitlement](#), an application under exceptional need can be made.

Exceptional need applications will be considered by reporting and offender management (ROM) staff. You must advise reportees of decisions in writing. Where agreed, you must outline the length of time for which the payments will continue and provide a travel ticket in order for them to meet their next reporting event.

To be eligible for assistance with travel expenses under exceptional need, the reportee must appear to the Secretary of State to be destitute. In determining whether the reportee is destitute, you must have regard to the individual's circumstances currently and prior to making the exceptional need application.

You must apply the test for destitution for this purpose. This is the same test that is used to determine asylum support applications under [section 95\(3\) of the Immigration and Asylum Act 1999](#).

Under the Immigration and Asylum Act 1999, a person is destitute if they:

- do not have adequate accommodation or any means of obtaining it (whether or not their other essential living needs are met)
- have adequate accommodation, or the means of obtaining it, but cannot meet their other essential living needs

In deciding whether a reportee is destitute, you must take into consideration:

- whether the individual has, or has had, access to alternative support, accommodation or financial support:
 - if yes, from whom and for what period
- whether any alternative support is ongoing
- where section 95 or 98 support has ended, the time elapsed between that support ending and the individual applying for [section 4\(2\) of the Immigration and Asylum Act 1999](#) support

When exceptional need is agreed, travel expenses will only be covered from the date on which the application was decided. No provision will be made for retrospective payment of travel expenses.

When an exceptional need application is refused, the reportee will have the right to have the decision reviewed.

You must forward the request for review for consideration by the ROM manager. If the request is agreed on review, travel expenses will only be covered from the date of the review decision. No provision will be made for retrospective payment of travel expenses.

If the exceptional need application is refused on review, the individual will have no further right of review.

Issuing travel tickets by post

Travel tickets will only be issued by post in response to exceptional circumstances or unforeseen events, for example:

- temporary reporting centre closure due to an incident
- other circumstances which make it impossible to provide a ticket over the counter, such as the closure of a local reporting centre resulting in the reportee being moved to a different reporting centre
- prior to a person's first reporting event (FRE)

In these examples, a ticket will be sent through the post to the reportee.

Travel ticket abuse

When issuing travel tickets, you must ensure that recipients are made aware that the tickets may only be used for travel to and from their specific reporting event. You must consider the use of tickets for other purposes as abuse.

Where there is evidence of abuse, you must withdraw the travel tickets. You must forward any dispute of this decision for review by the ROM manager.

Lost and stolen tickets

Tickets that are reported lost or stolen will only be replaced in exceptional circumstances as part of the exceptional need provisions.

Where public transport has been used, you must determine if a return journey travel ticket has already been purchased. If a return ticket has been purchased, or the individual has travelled by alternative means, there is no requirement for a travel ticket home to be issued.

Related content

[Contents](#)

Decision notices

This page contains a comprehensive list of historical decision notices that individuals may have been served prior to being required to report or to reside at a specific address.

Individuals who have been set up on reporting will have been served one of the forms in the following table, which informs them of the requirement to report.

Form	Category
IS.151A	Illegal entry or administrative removal (overstayer). Note that this form was replaced by the RED.0001 on 6 April 2015 following changes made under the Immigration Act 2014 (IA2014). Forms served prior to this date are still valid.
IS.151A (EEA)	Administrative removal of European Economic Area (EEA) nationals, for example where they are not exercising Treaty Rights.
Single decision notices served under the 2014 act	Refusal to vary leave and removal notice.
RED.0001 and RED.0001FAM	Notice of liability to administrative removal under section 10 of the Immigration and Asylum Act 1999 (IA1999), as amended by IA2014.
RED.0004	Served where a person has previously been served a RED.0001 or single decision notice and the removal window is being extended or a fresh removal window is being implemented.
IS.82	Port refusal of leave to enter.
IS.81	Requirement to submit for further examination in a port case.
ICD.4936 Non-EEA	Stage 1 notice, IA2014. Initial non-EEA document served in deportation cases under either UK Borders Act 2007 (UK BA 2007) or Immigration Act 1971 (IA1971). A deportation order must be served before removal.
ICD.4932 EEA	Stage 1 notice IA2014. Initial EEA document served in deportation cases. A deportation order must be served before removal.
ICD.4876,	Decision to make a deportation order in IA1971 (non-EEA)

Form	Category
ICD.4877 and ISD.4878	<p>cases, interim IA2014.</p> <p>Used in cases where deportation action was commenced between July to October 2014.</p> <p>A deportation order must be served before removal.</p>
ICD.0350AD and ICD.0350A AD	<p>Initial document served for automatic deportation under UK BA 2007.</p> <p>Used before October 2014. (Not to be confused with ICD.0350, ICD.0350 EEA and ICD.0350A which would not allow reporting to be imposed.)</p> <p>A deportation order must be served before removal.</p>
ICD.1070	<p>Notice of Intention to deport in IA1971 cases only.</p> <p>Used in cases where deportation action was commenced before the IA2014 came into force.</p> <p>A deportation order must be served before removal.</p>
ICD.1070 EEA	<p>Decision to make a deportation order for EEA cases.</p> <p>Used where deportation action was commenced before October 2014.</p> <p>A deportation order must be served before removal.</p>
ICD.1071-1073	<p>Notice of intention to deport in IA1971 cases where asylum had been claimed before April 2003.</p> <p>A deportation order must be served before removal.</p>
ICD.747, ICD.279	<p>Notice of intention to deport in IA1971 cases where asylum had been claimed prior to IA99 coming into force on 2 October 2000.</p> <p>A deportation order must be served before removal.</p>
ICD.274	<p>Notice of intention to deport EEA cases only prior to IA1999 coming into force on 2 October 2000.</p> <p>A deportation order must be served before removal.</p>
ICD.281	<p>Notice of intention to deport (non-asylum) in IA1971 cases prior to IA99 coming into force on 2 October 2000.</p>

Form	Category
	A deportation order must be served before removal.
ICD.277	<p>Notice of intention to deport (dependant) in IA1971 cases only prior to IA99 coming into force on 2 October 2000.</p> <p>A deportation order must be served before removal.</p>
ICD.1002	<p>Notice of intention to deport (curtailment) in IA1971 cases only prior to IA99 coming into force on 2 October 2000.</p> <p>A deportation order must be served before removal.</p>
APP104	<p>Notice of intention to deport served prior to ICD forms.</p> <p>Served in all non-asylum and dependant deportation cases.</p> <p>A deportation order must be served before removal.</p>
APP104b	<p>Notice of intention to deport served prior to ICD forms.</p> <p>Served in all asylum and curtailment deportation cases.</p> <p>A deportation order must be served before removal.</p>
IS.248	<p>Reporting under section 71(2) of the Nationality, Immigration and Asylum Act 2002, where a person has made a claim for asylum whilst having some form of leave, that is, they are not illegal entrants.</p> <p>To note that if the asylum claim is subsequently refused, the person is then served with a single decision notice.</p>
ASL.2178	Refusal to vary leave, usually in active review cases where the person has previously had humanitarian protection or discretionary leave.
Section 47	<p>Refusal to vary leave and removal notice.</p> <p>Normally reporting restrictions would be applied when the applicant is appeal rights exhausted (ARE) but can be imposed in abusive cases such as sham marriage.</p>
IS.96	Notice to an individual regarding restrictions as to residence and reporting where that person has previously been served a RED.0001, IS.151A, single decision notice, IS.82. Notice of liability to removal and restrictions as to residence and reporting in illegal entry and administrative removal cases

Form	Category
	where the person has claimed asylum or has an application outstanding.

Related content

[Contents](#)