## Home-Office_RGB_AWAnnex B – DCO(E) identity card agreement

I (name) of (full address) confirm receipt of my DCO(E) card issued to me on (date)

*I hereby agree to adhere to the rules as stated below:*

To use the identity card only for the purpose of performing escort functions pursuant to detainee escort arrangements made under section 156 of the Immigration and Asylum Act 1999 and custodial arrangements at a contracted out Immigration Removal Centre or Short Term Holding Facility under section 155 of the Act

The identity card remains the property of the Home Office. It must be returned to them via your employer should you cease employment, are on long term sickness, on maternity/adoption leave, on leave for more than 28 calendar days or if requested by the Home Office Escort Manager.

A lost/stolen identity card should immediately be reported to the Police. A simultaneous written account of what has occurred should be sent to the Certification Team with a copy being forwarded to the respective employer. The employer will in turn request a replacement identity card from the Certification Team

The identity card should not be taken overseas when not on duty as it constitutes a security breach and can lead to disciplinary proceedings

The identity card should not be used in any capacity other than solely for Home Office purposes and only whilst on official duty

DCO(E) signature:……………………………………………………………………................

Name (in block capitals):……………………………………………………………................

Date:………………………………………………………………………………………………

**Counter signatory**

*I certify that the above named person fulfils the criteria for issue of a DCO(E) identity card to perform their duties and has received the necessary training to undertake these dutiesI acknowledge that this information is true and correct and I make it in the belief that a person making false declaration is liable to disciplinary action*

Name (in block capitals):……………………………………...Grade:…………………………..

Signature:………………………………………….....................Date:…………………………..

Office Location:…………………………………………………………………………………….