



Home Office

Manual of guidance and MG forms

Version 11

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About this guidance

This guidance tells Criminal Investigators in Immigration Enforcement (IE) and suitably trained and accredited criminal investigators within the Home Office about the forms they need to complete when preparing a case for prosecution.

This guidance tells you how:

- the manual of guidance is set out
- to use the manual of guidance
- to use the series of MG forms linked to the manual of guidance

The Home Office has a duty to safeguard vulnerable people and promote the welfare of children for more information see: Vulnerable people and children.

Criminal Investigators in Immigration Enforcement must be aware of their obligations under the General Data Protection Regulation (GDPR) and the complementary Law Enforcement Directive (LED) and the domestic legislation via the Data Protection Act 2018 see: Data protection changes (GDPR and Data Protection Act 2018)

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 CFI Operational Guidance 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 **11**
- published for Home Office staff on **01 June 2020**

Changes from last version of this guidance

- Housekeeping changes

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Manual of guidance

This page tells criminal investigators in Immigration Enforcement (IE) and suitably trained and accredited criminal investigators within the Home Office about the manual of guidance and what you use it for.

If you work in Scotland, files are submitted electronically via the Specialist Reporting Agencies Website in Standard Prosecution Report (SPR) format

For Northern Ireland, you must use the procedures currently in place in those locations. See PPS NI file submission protocols

Who has agreed the manual of guidance

The National Police Chiefs' Council (NPCC), the Home Office and the Crown Prosecution Service (CPS) agree the contents of the manual of guidance, which is a 'national file standard' for prosecution files.

It tells you how to prepare process and submit prosecution files and how to use the forms prepared by the National Police Improvement Agency (NPIA) for use by:

- Home Office
- National Crime Agency (border officers)
- police officers
- police staff
- CPS prosecutors

You must always follow the advice given in the manual when you prepare a case for prosecution.

For more information, see: [Manual of guidance 2011](#).

How the manual of guidance is set out

The manual of guidance contains 3 main sections:

Section	What the section contains
Section 1	This section tells you: <ul style="list-style-type: none">• how to build a case file, including:<ul style="list-style-type: none">○ what MG forms to include in the file○ how to get CPS charging advice
Section 2	This section tells managers: <ul style="list-style-type: none">• how to supervise case files,

Section	What the section contains
	including: <ul style="list-style-type: none"> ○ which forms they must sign ● their responsibility for checking details (quality assurance)
Section 3	Provides the MG forms in numerical order, and: <ul style="list-style-type: none"> ● explains what each form is used for ● gives you advice on how to complete each form

For more information see: [Manual of guidance 2011](#).

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Protective marking and unique reference numbers (URNs)

This page tells criminal investigators in Immigration Enforcement (IE) and suitably trained and accredited criminal investigators within the Home Office about the government protective marking scheme (GPMS) for documents and MG forms and using unique reference numbers (URNs) in prosecution cases.

Why you need to protectively mark documents

You must protectively mark documents containing sensitive or personal information to make sure the information is only released to those with the authority to see that information.

MG forms

All the MG forms:

- are numbered
- have MG at the beginning of the form name
- have a GPMS marking of 'official', 'official – sensitive', 'secret' or 'top secret'

For more information see: Government security classifications.

For more information on what you use each form for, see: [The MG forms](#).

URN for case files

Criminal investigators must give each case its own PTI URN (Pre-Trial Information Unique Reference Number) for your investigation. On Clue the PTI URN is located on the Case screen.

The Crown Prosecution Service will not give written advice unless you give them a URN for the case.

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Requesting a change to the MG forms

This section tells criminal investigators in Immigration Enforcement (IE) and suitably trained and accredited criminal investigators within the Home Office about how to request a change to an MG form.

The standard MG forms

The National Police Improvement Agency (NPIA) (now the college of policing) produced the series of MG forms to standardise their use in criminal investigation work across the law enforcement agencies. MG forms are used by:

- many different police forces
- the Home Office
- other agencies, such as the Department for Work and Pensions

Requesting a change to an MG form

You may need to make a slight amendment to some of the forms so they are more relevant to your use. You may also use a separate case handling system to automatically produce the MG forms.

The College of Policing have approved some variations to the series of MG forms the Home Office uses.

You must never alter the forms without first contacting the CFI Operational Guidance Team.

For more information on what you use each form for, see: [The MG forms](#).

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The MG forms

This section tells criminal investigators in Immigration Enforcement (IE) and suitably trained and accredited criminal investigators within the Home Office about each of the MG forms and what you use them for in a criminal investigation.

The MG forms still in use are set out in this section. These are the most current versions of the forms, you must make sure you use these versions and not any older versions saved on your computer.

The forms are split up into the stages when you are most likely to use them during an investigation, and those forms you use less often:

- [forms used for first referral to Crown Prosecution Service \(CPS\) for charging](#)
- [forms used for preparing your file for court](#)
- [other MG forms](#)

You must prepare each case individually and use the appropriate forms.

Although these forms are mainly used during particular stages in your investigation you can use them at other times, if necessary, depending on what is happening in your investigation. Also, you may not need to use every form suggested.

The [manual of guidance](#) tells you in more detail how to complete each form.

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Forms for first referral to the CPS for charging

This section tells criminal investigators in Immigration Enforcement (IE) and suitably trained and accredited criminal investigators within the Home Office about the forms you are most likely to use when making your first referral to the Crown Prosecution Service (CPS) for charging advice and first appearance at the Magistrates Court if charged.

Although these forms are mainly used for this purpose, you can use them at other times, if appropriate, depending what is happening in your investigation. Available exhibits (photocopies) referred to in any submitted MG11's should also be sent to the CPS when requesting initial charging advice.

Form	When to use the form
MG02: Special measures assessment	You use this form to tell the CPS if a witness might need 'special measures' when giving evidence in a case. The prosecutor uses it when making an application to the court for special measures to be allowed.
MG03: Report to CPS for a charging decision, decision log and action plan	You use this form to make referrals to CPS for charging advice and decisions. You, as the investigator, complete it and your supervisor signs it. It must contain key information and evidence from the investigation. The lawyer records their advice and decisions on the form and returns it to you. The police sergeant authorising a charge against a suspect will ask to see the authorised MG03.
MG03A: Further report to CPS for charging decision	You use this form after the CPS returns an MG03 requesting more information or clarification. The MG03A records further work you have done. The supervising officer must sign it before you send it. The lawyer records their advice and decisions on the form and returns it to you.
MG04: Charge(s)	The custody sergeant uses this form to record: <ul style="list-style-type: none"> the specific offence and offences that a suspect has been charged with their reply after charge

Form	When to use the form
	<ul style="list-style-type: none"> the grant of unconditional bail following charge
MG05: Offence report	<p>You, as investigator:</p> <ul style="list-style-type: none"> use this form to give details of the case for the first court hearing at a magistrate's court because: <ul style="list-style-type: none"> it forms the basis of the prosecution case if there is a guilty plea it includes any orders on conviction it confirms disclosure certification <p>Complete it before the first hearing so that you can give it to the defence as part of the advanced information they are entitled to before the first hearing.</p>
MG7: Remand application	<p>You use this form to ask the CPS to make an application for a remand in custody or on conditional bail. It tells the prosecutor why you are making the application.</p>
MG11: Witness statement See: <ul style="list-style-type: none"> MG11: witness statement (blank) MG11M: Witness statement (lined) MG11M continuation: Witness statement 	<p>You must use this form to give a witness's evidence in writing. It records:</p> <ul style="list-style-type: none"> consent for medical records to be used willingness to attend court the need for special measures for vulnerable or intimidated witnesses <p>You can write victim personal statements on an MG11.</p> <p>You must also use a MG15 for statements recorded in audio or visual format in addition to the MG11.</p> <p>There are different versions of the form:</p> <ul style="list-style-type: none"> MG11 electronic version which contains MG11 continuation forms – these are blank – you use these to produce a typed copy of a handwritten statement MG11M and MG11M continuation –

Form	When to use the form
	<p>these are used for handwritten statements, they have lines for you to write on</p> <p>A separate witness advice section – to be handed to the witness. If you take a statement from a witness, you must make sure you give them this leaflet.</p>

For more information see: [Director's Guidance On Charging - fifth edition](#).

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Forms for preparing your full file for court

This section tells criminal investigators in Immigration Enforcement (IE) and suitably trained and accredited criminal investigators within the Home Office about the forms you must complete after charging a suspect when you are continuing your investigation and preparing your file for court.

Although these forms are mainly used for this purpose you can use them at other times, if appropriate, depending on what is happening in your investigation.

For a download of each form, see links below:

Form	When to use the form
MG04A: Bail - grant or variation	<p>You use this form to record:</p> <ul style="list-style-type: none"> • a grant of conditional bail • what the conditions are • why they are needed • any changes to bail conditions
MG05: Offence report	<p>You, as investigator:</p> <ul style="list-style-type: none"> • use this form to give details of the case for the first court hearing at a magistrate's court because: <ul style="list-style-type: none"> ○ it forms the basis of the prosecution case if there is a guilty plea ○ it includes any orders on conviction <p>Complete it before the first hearing so that you can give it to the defence as part of the advanced information they are entitled to before the first hearing.</p>
MG06: Case file information	<p>You use this form to give the prosecutor all relevant background information so that they can review the case effectively, it:</p> <ul style="list-style-type: none"> • contains details of sensitive information that must not be disclosed to the defence • helps Crown Prosecution Service (CPS) lawyers to make decisions which meet evidential and public interest tests • gives target dates for further

Form	When to use the form
	<p>evidence to be obtained</p> <ul style="list-style-type: none"> • records the reasons for charging decisions in line with the director's guidance on charging <p>For more information see Director's Guidance On Charging - fifth edition.</p> <p>CFI officers should be aware that local arrangements may be in place with the CPS for the disclosure of information required on the MG6 for charging decisions</p>
MG06A: Record of pre-interview briefing	<p>You must use this form to record any pre-interview briefing given to a suspect's solicitor or legal representative. This form must not be given to a suspect who is not represented by a solicitor or legal representative.</p>
MG06B: Officer/staff misconduct record	<p>If you are an official witness in a case, you must use this form to:</p> <ul style="list-style-type: none"> • tell the CPS if you: <ul style="list-style-type: none"> ○ have a criminal conviction or caution ○ have been charged with a criminal offence ○ are the subject of an adverse judicial finding • list misconduct outcomes and planned hearings
MG06C: Home Office schedule of relevant non-sensitive unused material	<p>You must use this form to:</p> <ul style="list-style-type: none"> • list all relevant non-sensitive unused material, in detail • give its location <p>The disclosure officer completes it. The prosecutor will then record on the form if the material:</p> <ul style="list-style-type: none"> • can be disclosed to the defence • can be inspected by the defence • cannot be disclosed at all
MG06D: Home Office schedule of relevant	<p>You must use this form to:</p>

Form	When to use the form
sensitive material	<ul style="list-style-type: none"> • list only relevant, sensitive unused material, in detail • provide its location • provide the reason it is considered to be sensitive <p>The disclosure officer completes it. The prosecutor records on the form if they:</p> <ul style="list-style-type: none"> • agree that the material is sensitive • need to make a public interest immunity application to the court
MG06E: Disclosure officer's report	<p>You must use this form to tell the prosecutor about any sensitive or non-sensitive material that undermines the prosecution case or assists the case for the defence, it:</p> <ul style="list-style-type: none"> • tells the prosecutor about any unused material that must be disclosed under paragraph 7.3 of the code of practice, and lists it, for more information, see: CPIA Code of practice • provides the CPS with the disclosure officer's certification
MG09: Witness list	<p>You must use this form to give the CPS and witness service information about, and contact details for, each witness.</p> <p>It tells the prosecutor:</p> <ul style="list-style-type: none"> • how many statements there are for each witness • if a copy has been provided • details of witnesses who are victims or intimidated witnesses
MG10: Witness non-availability	<p>You must use this form:</p> <ul style="list-style-type: none"> • to give the prosecutor: <ul style="list-style-type: none"> ○ dates of when witnesses are not available ○ the reasons why
MG12: Exhibit list	<p>You must use this form to:</p> <ul style="list-style-type: none"> • list exhibits that will be produced as

Form	When to use the form
	<p>evidence in a case</p> <ul style="list-style-type: none"> • tell the prosecutor where the exhibits are if a copy has not been provided
<p>MG15: Record of interview (blank)</p> <p>MG15M cont: Record of interview continuation sheet (lined)</p>	<p>You must use this form to produce a written record of an interview:</p> <ul style="list-style-type: none"> • with a suspect (audio or visual) • with a vulnerable or intimidated witness (visually recorded) <p>You must use local procedures to get audio or visual interviews typed up. MG15M is for handwritten versions.</p>
<p>MG20: Further evidence or information report</p>	<p>You use this form to:</p> <ul style="list-style-type: none"> • give the prosecutor further information or evidence for a case • list what forms are being sent with the MG20
<p>MG21: Submission of work for scientific examination</p>	<p>This form:</p> <ul style="list-style-type: none"> • must accompany evidence or samples sent for forensic testing • provides an audit trail and gives details of specific points needed to prove the case • gives the scientist target dates to complete the examination • lists what exhibits are being sent <p>The forensics company may also require their own forms to be completed.</p>
<p>MG21A: Submission of additional work for scientific examination</p>	<p>You must use this form to tell the forensics company about extra work needed after the MG21 has already been sent.</p>

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Other MG forms

This page tells criminal investigators in Immigration Enforcement (IE) and suitably trained and accredited criminal investigators within the Home Office about additional MG forms, normally used by police officers when preparing a case for court.

You can use these forms at other times, if appropriate, depending on what is happening in your investigation.

Form	When to use the form
MG04B: Request to vary conditional bail	<p>A suspect uses this form to ask for their bail conditions to be changed or lifted. Either you, as investigator, or the subject's solicitor can complete it.</p> <p>You must give it to the custody sergeant for a decision. If the defendant has already been to court and is on court bail they must apply direct to the same court to ask for changes. The defendant can ask the court or their legal representative how to do this</p>
MG04C: Security/surety	<p>You must use this form to record details of:</p> <ul style="list-style-type: none"> • a person acting as a surety • the security taken by the custody officer (usually cash or other assets) • other police bail conditions <p>A surety is somebody who vouches for the defendant and who:</p> <ul style="list-style-type: none"> • is prepared to put up an amount of money or assets, called a 'security', to make sure of the defendant's cooperation • must make sure that the suspect returns to the police station or court as instructed • if the person fails to attend, forfeits the security
MG04D: Written charges – Attendance required	<p>You must use this form to:</p> <ul style="list-style-type: none"> • notify a youth has been charged

Form	When to use the form
	<p>with the offences listed on the form</p> <ul style="list-style-type: none"> • give details of the first court appearance
MG04D PG: Written charges parent guardian	<p>You must use this form to:</p> <ul style="list-style-type: none"> • notify a parent or guardian by post, that a youth has been charged with the offences listed on the form • give details of the first court appearance
MG04E: Written statements S9 statements enclosed/ MCA statement of facts only	<p>You must use this form:</p> <ul style="list-style-type: none"> • to notify an adult defendant by post, that they are being charged with the offences listed • to give details of the first court appearance
MG04F: No further action template	<p>You must:</p> <ul style="list-style-type: none"> • use this form to tell a suspect that no further action is being taken about the matter they were arrested for • make sure it is signed by the supervising officer or police sergeant
MG08: Breach of bail conditions	<p>You must use this form to give the prosecutor details of:</p> <ul style="list-style-type: none"> • the original charges • the conditions of bail • how these conditions are believed to have been breached <p>The prosecutor uses the form to tell the police what happened in court, so they can record the breaches on the Police National Computer (PNC).</p>
MG14: Conditional caution	<p>You must use this form to record details of a conditional caution, including the offences and the conditions imposed on the offender. The offender must sign the form to show that they have accepted the caution and the conditions</p>
MG16: Evidence of defendants bad character and/or dangerous offences	<p>You must use this form to tell the prosecutor about:</p>

Form	When to use the form
	<ul style="list-style-type: none"> • a suspect's previous offences (bad character) that could be introduced at trial • any dangerous offender information, which might affect sentencing
MG18: Offences taken into consideration	You must use this form to list other offences that the defendant has agreed to have taken into consideration when appearing at court on other charges.
MG19: Compensation claim	Victims can use this form to give details about their loss, injury or damage. The prosecutor will use the form to make an application for compensation in court.

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