



UK Visas  
& Immigration

**Workers and  
Temporary  
Workers: pre-  
licence error  
correction  
form**

Version 12/20

## Workers and Temporary Workers: pre-licence error correction form

You must only use this form to request a review of our decision to refuse your application for a Worker (including Tier 2) or Temporary Worker (including Tier 5) sponsor licence.

Please email your error correction review form to:  
[ErrorCorrectionTeam@homeoffice.gov.uk](mailto:ErrorCorrectionTeam@homeoffice.gov.uk)

**This form is  
to be used  
for requests  
made on or  
after 1  
December  
2020**

## About this form

You may only apply for an error correction review if you believe that the decision to refuse your application for a Worker (including Tier 2) or Temporary Worker (including Tier 5) sponsor licence was as a result of a simple caseworker error by us, or that we failed to consider a piece of evidence provided with your application.

This process does not offer a full reconsideration of a decision to refuse your sponsor licence application. We will not consider additional evidence or information that was not available to us at the time of the original decision.

You may only apply for one error correction review of the decision to refuse your sponsor licence application.

Once completed, your authorising officer must email this form to the address below within **14 days** of the original decision to refuse your sponsor licence application. You can find the date of decision on the top right-hand corner of your refusal decision letter.

Please email your error correction review form to:  
[ErrorCorrectionTeam@homeoffice.gov.uk](mailto:ErrorCorrectionTeam@homeoffice.gov.uk)

We will aim to inform you of the result of the review within 28 days. If we are unable to complete the review within this period, we will email your authorising officer to let you know when you can expect a decision.



## Part 2

Your refusal letter will show why your sponsor licence application was refused. If you believe that a simple casework error has occurred, or a piece of evidence supplied with your application has not been considered, you should provide details below.

Simple casework error  Evidence not considered

2.1 Please specify in detail what error has occurred and why you believe the decision is incorrect. You should only include information about the claimed error or evidence that has not been considered by us. We will not review the decision if you are contesting the overall decision to refuse your application.

## Part 3

You must electronically sign the declaration, which must be emailed to the address shown on the front of this form.

Declaration

I, the authorising officer, confirm the information provided in this pre-licence error correction form is accurate.

Authorising officer signature

Date

Month

Year

The information you have provided may be disclosed to other government departments and public authorities for related immigration purposes.

## Part 4

What to do next:

Keep a copy of this notice for your records and email the completed form to the address shown on the front of this form.