



**FIRST-TIER TRIBUNAL
ASYLUM SUPPORT**

2nd Floor
Import Building
2 Clove Crescent
London
E14 2BE

asylumsupporttribunals@justice.gov.uk

Tel: 020 7538 6171

Notice of Appeal

See the Guidance Notes for further information on completing this form

You must appeal within 3 days of receiving the decision against which you are appealing

SECTION 1: YOUR PERSONAL DETAILS

Full Name(s):

Please give your name according to Home Office records

Date of Birth: Nationality:

Your Home Office Support reference number:

Do you have a disability? **YES** **NO** *Please tick the appropriate box*

If **YES**, do you have additional requirements:

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Are your needs such that you want your appeal conducted by video (CVP) or telephone? **YES** **NO** *Please tick the appropriate box*

SECTION 2: YOUR CONTACT DETAILS

Please give an address, telephone number and email in the United Kingdom where you can be contacted and where you can receive travel documents:

Address

Post Code

Telephone: Email:

SECTION 3: HOME OFFICE DECISION LETTER

Please give the date of the Home Office decision letter against which you are appealing.

Date:

NOTE: You must attach a full copy of the Home Office decision letter to this form.

SECTION 4A: TYPE OF HEARING

Please tick the appropriate box for the type of hearing you require.

I want my appeal determined on **the papers**

YES

NO

I want an **oral hearing**

YES

NO

I need an interpreter to help me at a hearing

YES

NO

If you need an interpreter, you must state below the language you speak and the dialect:

Language:.....Dialect:.....

(Please complete the interpreter information even if you have requested a paper appeal as the Judge may consider that an oral hearing is necessary).

SECTION 4B: ORAL HEARING

You must complete this section to help the Judge decide what kind of hearing is necessary. The Judge may order an oral hearing. Please choose all suitable options for you to take part in a hearing.

For telephone hearings, you will need a telephone and somewhere quiet and private to speak. You must give your telephone number in section 2 above.

For video (CVP) hearings, you will need access to a computer or mobile device with a good internet speed and somewhere quiet and private to speak. You must give your email address in section 2 above. If you need to go to your representative's office for a video (CVP) hearing you must complete section 5 below.

For in person hearings, you must attend Import Building in London. The Home Office will pay for your travel.

I can attend by **Telephone**

YES

NO

I can attend by **Video (CVP)**

YES

NO

I can attend **in person**

YES

NO

SECTION 5: REPRESENTATIVE

Do you have a representative helping you with this appeal?

YES

NO

Can you go to your representative's office for your **video (CVP) hearing**?

YES

NO

Will your representative attend your appeal hearing?

YES

NO

If you have answered "yes" to these questions, you must provide your representative's contact details in the box below, together with any reference number the representative has given your case.

Name:

Address

Post

Code:

Telephone:Email:.....

SECTION 6: GROUNDS OF APPEAL

You must complete this section.

1. What are the grounds of your appeal? What matters in the Home Office decision letter do you disagree with?

(Please use a continuation sheet if required).

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2. If your appeal is late, please explain the reason and why you should be allowed to appeal out of time

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Signed: Date:
(Appellant/Representative)

YOU MUST SIGN AND DATE THIS FORM

RETURN THIS FORM by email to: asylumstribunals@justice.gov.uk

Or by post to:

**Asylum Support Tribunal
Tribunals Service
2nd Floor Import Building
2 Clove Crescent
London E14 2BE**

The Asylum Support's freephone number for appellants who wish to discuss any aspect of the appeal process is: **0800 681 6509**.

Further information about Asylum Support appeals is available on:

www.asylum-support-tribunal.gov.uk

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GUIDANCE NOTES

Please ensure that you complete all sections as fully as possible. Failure to do so may result in your appeal being delayed.

1. There is no call charge for a **telephone hearing**, but you must:
 - a) give the Tribunal your telephone number in Section 2 of this form; and
 - b) make sure that your telephone does not block 0800 or unknown numbers and is working and charged at the time of your hearing.
2. If you have requested an oral hearing (by CVP/video, telephone or face to face), it is in your interests to participate. Please note that, if you are listed to attend a Tribunal hearing at Import Building in London, the Home Office will send travel documents before your hearing date. **You must make sure you provide an address where these can be delivered.**
3. If you have further information, which you would like the Judge to take into account when making a decision about your appeal, you should send this together with copies of any documents with this form.
4. If you have any problems understanding or filling out this form please find a voluntary refugee organisation within your area, which may be able to help you.