

British applicants without a passport

British applicants without a passport

Interviewing officer

1. Ask the applicant if they have, or have ever had a:
 - passport
 - Birth certificate
 - UK driving licence
 - NHS Medical Card
2. If they have the documents at home, arrange for them to return with the documents within 48hours (the interviewing officer will retain the CA5400 during that period)
3. If they do not have any of the above documents, establish why this is and record at Part 4 Other Information. Advise them that it would be useful for them to obtain a replacement birth certificate, when they are able to.
4. You must record as much information about the applicant as possible, to enable the decision maker to corroborate their identity. Follow the list of questions below:

Step	Action
1	Ask and record parent's full names, dates of birth and current address (if dates of birth are not known, state their approximate age)
2	Ask and record the full names, dates of birth and current address of any brothers or sisters they have (if dates of birth are not known, please state their approximate age)
3	Ask and record all addresses the applicant has lived at
4	Ask and record employment history
5	Ask and record GP / Dentist details
6	Ask and record which schools the applicant has attended
7	Ask and record details of Social Worker or Probation Officer
8	Ask the applicant whether they are able to provide any evidence to support the information provided and arrange for them to return within 48hours (the interviewing officer will retain the CA5400 during that period) <ul style="list-style-type: none">• Employer letter, payslips, contract of employment, P60, P45• Letters from GP/hospital/dentist• Educational certificates• Letters from Social Services• Letters from probation/police/Her Majesty's Prison Service
9	Photocopy all documentation that the customer is able to provide

It is important that the applicant understands it is their responsibility to provide documentary evidence and information to prove their identity.

Decision maker

To corroborate the applicant's identity, you must attempt to trace the CIS records belonging to the other family members, using whatever details have

been provided. Depending upon what other information and documents the applicant has produced, you might need to seek further corroboration from third parties. Details of all corroboration obtained must be recorded in the 'Information for NIFU' box within the Decision tab on the LMS record. You might need to seek advice from your team leader to decide if the applicant's identity has been sufficiently proven.