

Application for Registration Local Authority Nationality & Settlement Checking Services

This application is for the use of local authority Nationality & Settlement Checking Services (N&SCS) only.

In submitting this application the OISC requires that:

1. The only aspect of immigration advice and services your N&SCS will provide is the Nationality and/or Settlement Checking Services as agreed between the UKVI Nationality and Settlement Groups and with the LGA
2. Your N&SCS is closely monitored by the UKBA Nationality and Settlement Groups
3. Each applicant adviser intending to work for a N&SCS undergoes training designed by the UKVI Nationality and Settlement Groups
4. Each registered adviser will undertake on-going continued professional development as agreed between the OISC, the UKVI Nationality & Settlement Groups and the LGA

Name of Organisation:

Name of Main Contact:

Type of checking service

Please tick which checking service(s) you will provide:

Nationality Checking Service:

Settlement Checking Service:

Main Address:

Telephone number:

Email address:

Website address:

Postcode:

Additional contact number:

Advisers' details

Please provide details of all persons who will be working as advisers as defined by the Immigration and Asylum Act 1999 who are to be covered by this application and tick box for service(s) they will provide

Please note that each individual adviser must provide details as to their knowledge, competence and access to resources as required in the N&SCS Adviser Competence Statement.

Each adviser must enclose a copy of their DBS Application Post Office receipt

<i>Adviser's Full Name</i>	<i>Date of Birth</i>	<i>Gender</i>	<i>National Insurance Number</i>	<i>Nationality checking service</i>	<i>Settlement checking service</i>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

The registration (application) fees collected by the OISC are determined by the Home Office under statutory powers and must accompany applications.

The OISC has no power to refund application fees in respect of withdrawn or unsuccessful applications and refunds will be made in only in the exceptional circumstances

The application fee is £575. A payment by BACS is preferred. This avoids the possibility of a cheque being lost in the post. Please quote your organisation's name as the reference and your OISC registration number. BACS payments should be sent to:

Sort Code: 60 70 80 Account Name: OISC No2 Account

Account Number: 10014934 Bank: NatWest

Declaration

In making this application to be Regulated with the OISC, I agree on behalf of the applying N&SCS that:

1. All staff have read the Commissioner's Code of Standards and agree to abide by them in full
2. No person will provide our nationality or settlement checking service without being satisfactorily trained according to the UKBA Nationality and Settlement Group requirements **and** being registered with the OISC
3. All staff will comply with the Continued Professional Development programme that has been agreed with the OISC and the UKBA Nationality and Settlement Groups and the LGA
4. All staff will co-operate with the OISC in any complaint investigation concerning this N&SCS
5. All staff will co-operate with the OISC in any audit undertaken
6. I will immediately notify the Commissioner about any registered member of staff that leaves this N&SCS
7. I understand the OISC may undertake **any** necessary checks to establish our fitness, competence and compliance with the Commissioner's Code of Standards.
8. All new advisers have completed a DBS check **or** submitted existing original DBS certificate.

By ticking this box, I agree to comply with the requirements contained within the declarations above.

Print full name

Position in organisation

Date

When saving your electronic application form to your PC please do so using the 'Save as...' option to ensure it is formatted correctly. Please do not save your form using the 'Save as Other' option as this could corrupt the data within the form and invalidate your application.

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