

Application for Continued Registration Local Authority Nationality & Settlement Checking Services

This continued registration application is for the use of local authority Nationality and 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 Service as agreed between the OISC, UKVI Nationality and Settlement Groups and with the LGA
2. Your N&SCS is closely monitored by the UKVI 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 (as relevant)
4. Each regulated adviser will undertake on-going continued professional development as agreed between the OISC, the UKVI Nationality and Settlement Groups and the LGA

Name of Organisation:

OISC Reference Number:

Name of Main Contact:

Please tick which checking service(s) you provide:

Nationality Checking Service

Settlement Checking Service

Main Address:

Telephone number:

Email address:

Postcode:

Website address:

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 **new** individual adviser must complete a N&SCS Adviser Competence Statement.

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

Each new adviser must submit a photocopy or scanned image to demonstrate that they have valid leave to remain and the right to work in the United Kingdom for at minimum of 18 months at the point of submitting an application.

Adviser's Full Name	Date of Birth	National Insurance Number	New adviser Yes/No	Nationality checking service	Settlement checking service

Declaration

In making this application to be Registered 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 UKVI Nationality and Settlement Groups requirements (as relevant) **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 UKVI Nationality and Settlement Groups and 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 competence statement.
9. All new advisers have completed a DBS check **or** submitted a photocopy of their original DBS certificate.
10. All new advisers have provided evidence that they have at least 18 months valid leave to remain and the right to work.

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

Print full name

Position in organisation

Date