



Home Office

Change age of applicant or dependant

This guidance is based on the asylum support legislation.

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Change age of applicant or dependant

About this guidance

<p>About this guidance</p> <p>Change of age requests</p> <p>Unaccompanied asylum seeking children turning 18</p> <p>Dependants turning 18</p> <p>Age disputes</p> <p>Change of age ASYS instructions</p> <p>Change of age ASYS letters</p>	<p>This guidance explains how to deal with a request to change the age of a supported asylum seeker, or any of their dependants.</p> <p>It also explains what to do when unaccompanied asylum seeking children or dependants turn 18, and what to do if there is a dispute about the supported asylum seeker's age.</p> <p>It contains guidance on:</p> <ul style="list-style-type: none">• how to amend an asylum seeker's date of birth in ASYS and reassess and reallocate asylum support• the eligibility for asylum support of unaccompanied asylum seeking children (UASC) who are turning 18• the eligibility for asylum support of dependants who are turning 18• the effects an age dispute may have on an asylum seeker's allocated support and the actions to take when the dispute is resolved. <p>This guidance is based on the asylum support legislation. For more information, see related link: The Asylum Support Regulations 2000.</p> <p>Changes to this guidance – This page tells you what has changed since the previous version of this guidance.</p> <p>Contact – This page tells you who to contact for help if your senior caseworker or line manager can't answer your question.</p> <p>Information owner – This page tells you about this version of the guidance and who owns it.</p> <p>Safeguard and promote child welfare – This page explains your duty to safeguard and promote the welfare of children and tells you where to find more information.</p>	<p>Related links</p> <p>Changes to this guidance</p> <p>Contact</p> <p>Information owner</p> <p>See also</p> <p>Links to staff intranet removed</p> <p>External links</p> <p>The Asylum Support Regulations 2000</p>
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Changes to this guidance

<p>About this guidance</p> <p>Change of age requests</p> <p>Unaccompanied asylum seeking children turning 18</p> <p>Dependants turning 18</p> <p>Age disputes</p> <p>Change of age ASYS instructions</p> <p>Change of age ASYS letters</p>	<p>This page lists the changes to the change age of applicant of dependant guidance, with the most recent at the top.</p> <table border="1"><thead><tr><th data-bbox="504 432 840 472">Date of the change</th><th data-bbox="840 432 1704 472">Details of the change</th></tr></thead><tbody><tr><td data-bbox="504 472 840 699">11 November 2013</td><td data-bbox="840 472 1704 699">Six month review by the modernised guidance team:<ul style="list-style-type: none">• Unaccompanied asylum seeking children turning 18:<ul style="list-style-type: none">○ page renamed from 'Transition at age 18'• Minor housekeeping changes.</td></tr><tr><td data-bbox="504 699 840 850">2 May 2013</td><td data-bbox="840 699 1704 850">Six month review by the modernised guidance team:<ul style="list-style-type: none">• Minor housekeeping changes.</td></tr><tr><td data-bbox="504 850 840 963"></td><td data-bbox="840 850 1704 963">For previous changes to this guidance you will find all earlier versions in the archive. See related link: Change age of applicant or dependant – archive.</td></tr></tbody></table>	Date of the change	Details of the change	11 November 2013	Six month review by the modernised guidance team: <ul style="list-style-type: none">• Unaccompanied asylum seeking children turning 18:<ul style="list-style-type: none">○ page renamed from 'Transition at age 18'• Minor housekeeping changes.	2 May 2013	Six month review by the modernised guidance team: <ul style="list-style-type: none">• Minor housekeeping changes.		For previous changes to this guidance you will find all earlier versions in the archive. See related link: Change age of applicant or dependant – archive.	<p>Related links</p> <p>Unaccompanied asylum seeking children turning 18</p> <p>See also</p> <p>Contact</p> <p>Information owner</p> <p>Links to staff intranet removed</p>
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Change age of applicant or dependant

Change of age requests

<p>About this guidance</p> <p>Change of age requests</p> <p>Unaccompanied asylum seeking children turning 18</p> <p>Dependants turning 18</p> <p>Age disputes</p> <p>Change of age ASYS instructions</p> <p>Change of age ASYS letters</p>	<p>This page explains the asylum support actions to take when changing the age of a supported asylum seeker or one of their dependants in ASYS.</p> <p>For more information, see related link: Change age of applicant or dependant process map.</p> <p>A change of age request must be made in writing and signed by the applicant.</p> <p>If you receive an unsigned request, you must write to the main supported asylum seeker asking for a signed request. You must scan the request into ASYS.</p> <p>You must check the request is not a duplicate, and any amendments have not already been made. You must compare the information given by the main asylum seeker with that held on CID and resolve any discrepancies.</p> <p>You must consider whether the applicant has provided enough evidence to justify a change. If not, you must write to the applicant asking for further information for example, statements from:</p> <ul style="list-style-type: none">• a solicitor• a general practitioner, or• a social worker. <p>It may be there was a data entry error which has only now been identified.</p> <p>Following the change of age in ASYS, you must reassess the allocated asylum support to make sure the main asylum seeker receives the correct level of asylum support.</p> <p>For information on how to change the age of an asylum seeker and reassess asylum support in ASYS, see link on the left: Change of age ASYS instructions.</p> <p>Following a change of age you may have to make a back payment of underpaid asylum</p>	<p>Related links</p> <p>Links to staff intranet removed</p>
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	support to the main asylum seeker or retrieve money that has been overpaid. For more information, see link on the left: Change of age ASYS instructions.	
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Archived

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Change age of applicant or dependant

Unaccompanied asylum seeking children turning 18

<p>About this guidance</p> <p>Change of age requests</p> <p>Unaccompanied asylum seeking children turning 18</p> <p>Dependants turning 18</p> <p>Age disputes</p> <p>Change of age ASYS instructions</p> <p>Change of age ASYS letters</p>	<p>This page explains the asylum support actions to take when unaccompanied asylum seeking children (UASC) approach their 18th birthday.</p> <p>UASC who are supported by a local authority social services department and approaching their 18th birthday may be eligible for asylum support. This will include when the UASC:</p> <ul style="list-style-type: none">• has an outstanding asylum claim on their 18th birthday, or• makes an application for further leave out of time, and you decide to treat the application as a fresh claim. <p>For more information see related link: Transition at age 18.</p> <p>You may need to treat submissions following refusal of an asylum or human rights claim as a fresh claim. The requirements for this are set out in paragraph 353 of the Immigration Rules. For more information, see related links:</p> <ul style="list-style-type: none">• Paragraph 353 of the Immigration Rules• Further submissions. <p>Local authority social services departments make sure any UASC in their care, who are eligible, complete an asylum support application form (ASF1) before they reach 18. For further information, see related links:</p> <ul style="list-style-type: none">• Asylum support application form (ASF1), and• Asylum support application form (ASF1) guidance notes. <p>You must make a section 55 (of the Nationality, Immigration and Asylum Act 2002) decision, carrying out a section 55 interview if necessary. For guidance, see related links:</p> <ul style="list-style-type: none">• Section 55 (late asylum claims) 2002 Act guidance	<p>Related links</p> <p>Links to staff intranet removed</p> <p>External links</p> <p>Paragraph 353 of the Immigration Rules</p> <p>Nationality, Immigration and Asylum Act 2002</p> <p>Asylum support application form (ASF1)</p> <p>Asylum support application form (ASF1) guidance notes</p>
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- Section 55 Interview Guidelines
- Eligibility and assessment.

You must only provide asylum support to UASC who are 18 when they:

- made their asylum claim as soon as reasonably practical after arriving in the UK, and
- are destitute or likely to become destitute within 14 calendar days, for guidance on assessing destitution see related link.

The social services department must state:

- when the support they provide will end, and
- if there are any resources available to the applicant which the Home Office needs to consider or which may disqualify the UASC from receiving section 95 support.

You must ask for these details from the social services department if they do not provide them.

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Dependants turning 18

<p>About this guidance</p> <p>Change of age requests</p> <p>Unaccompanied asylum seeking children turning 18</p> <p>Dependants turning 18</p> <p>Age disputes</p> <p>Change of age ASYS instructions</p> <p>Change of age ASYS letters</p>	<p>This page explains the asylum support actions to take when a dependant of a supported asylum seeker becomes 18 years old.</p> <p>Dependants who turn 18 do not need to apply for section 95 support in their own right, as long as they meet the requirements set out in regulation 2(4) of the Asylum Support Regulations 2000. For more information, see related link.</p> <p>If the main supported person is a failed asylum seeker who has exhausted their appeal rights, and has no other dependent children under 18, you must consider stopping their section 95 support.</p> <p>If the main supported person has other dependent children under 18, you must continue to provide section 95 support, until the main supported asylum seeker is no longer eligible.</p> <p>For more information, see related link: Ceasing asylum support.</p> <p>For information on how to reassess and reallocate section 95 support in ASYS, see link on left: Change of age ASYS instructions.</p>	<p>Related links</p> <p>Links to staff intranet removed</p> <p>External links</p> <p>Regulation 2 of the Asylum Support Regulations 2000</p>
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Change age of applicant or dependant

Age disputes

<p>About this guidance</p> <p>Change of age requests</p> <p>Unaccompanied asylum seeking children turning 18</p> <p>Dependants turning 18</p> <p>Age disputes</p> <p>Change of age ASYS instructions</p> <p>Change of age ASYS letters</p>	<p>This page explains the asylum support actions to take if a supported asylum seeker, or any of their dependants, disputes their age as recorded by the Home Office.</p> <p>It also explains the asylum support actions to take if a supported asylum seeker provides proof their age is different to the one recorded by the Home Office.</p> <p>Asylum seekers may arrive with incomplete identity documentation or no personal documentation at all. This can make it difficult to accurately assess the age of an asylum applicant. For more information, see related link: Assessing age.</p> <p>You must make sure the date of birth entered in ASYS is the same as the one held on CID. You must resolve any discrepancy with the applicant.</p> <p>If you assess an unaccompanied asylum seeker is under the age of 18 and not entitled to asylum support, you must immediately refer them to the local social services department for an assessment under the Children Act 1989. For more information, see related link: Children Act 1989.</p> <p>If an asylum seeker claims to be a child, but their physical appearance or demeanour very strongly suggests they are significantly over 18, you must treat them as an adult until they provide documentary evidence to show they are the age they claim to be.</p> <p>You must give all other asylum seekers who claim to be a child the benefit of the doubt and treat them as a child until a local authority completes a careful assessment of their age.</p> <p>For more information, see related link: Assessing age.</p> <p>If they provide proof to show their age is different to the one assessed and recorded by the Home Office, you must:</p> <ul style="list-style-type: none">• change their date of birth in ASYS, making sure it is the same as that held on CID, and	<p>Related links</p> <p>Links to staff intranet removed</p> <p>External links</p> <p>Children Act 1989</p>
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| | <ul style="list-style-type: none">• reassess the section 95 support application to make sure the asylum seeker receives the correct level of support. | |
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For information on how to change the age of an asylum seeker and reassess section 95 support in ASYS, see link on left: [Change of age ASYS instructions](#).

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Change age of applicant or dependant

Change of age ASYS instructions

<p>About this guidance</p> <p>Change of age requests</p> <p>Unaccompanied asylum seeking children turning 18</p> <p>Dependants turning 18</p> <p>Age disputes</p> <p>Change of age ASYS instructions</p> <p>Change of age ASYS letters</p>	<p>This section explains how to amend ASYS when you need to change the age of a supported asylum seeker, or any of their dependants.</p> <p>It also explains when you need to reassess the asylum seeker's section 95 support payments.</p> <p>If you decide a change of age is required, you must amend ASYS by:</p> <ul style="list-style-type: none">• entering the asylum support reference number in ASYS and opening the application (if the ASYS case is closed, invalid or terminated, minute the case)• checking the minutes for any recent developments on the case• checking the signed request is logged and is not a duplicate, and• checking the accepted date of birth is the same as that held on CID. <p>The accepted date of birth is not the same as that held on CID Do not process the request.</p> <p>You must send letter AGE4 to the main asylum seeker, telling them to contact their case owner to amend the CID data. For letter text, see link on left: Change of age ASYS letters. For guidance on creating letters, see related link: um016 Producing a generic ASYS letter. You must minute your actions in ASYS. No further action is required.</p> <p>The accepted date of birth is the same as that held on CID Amend the date of birth in ASYS.</p> <p>If the asylum seeker does not receive regular section 95 support payments because they are in initial accommodation, you must send letter AGE2 telling them you have made the change. For letter text, see link on left: Change of age ASYS letters. For guidance on creating letters, see related link: um016 Producing a generic ASYS letter. You must minute your actions in ASYS. No further action is required.</p>	<p>In this section</p> <p>Calculate under or over payment</p> <p>Reassess section 95 support</p> <p>Related links</p> <p>Links to staff intranet removed</p> <p>External links</p> <p>Current support amounts</p>
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If the asylum seeker receives regular asylum support payments, you must check if the change of age affects their level of support. For section 95 support levels, see related link: [Current support amounts](#).

No change to section 95 support payments needed after change of age

You must send letter AGE2 to the asylum seeker telling them you have made the change. For letter text, see link on left: [Change of age ASYS letters](#). For guidance on creating letters, see related link: [um016 Producing a generic ASYS letter](#). You must minute your actions in ASYS. No further action is required.

Change to section 95 support payments needed after change of age

If the change of age is a 'significant birthday' (when section 95 support levels change), you must decide if this was in the past or is in the future.

For a 'significant birthday' in the future, you must use the assessment and allocation tool in ASYS to set up the new section 95 support payments following the 'significant birthday'. For more information, see related link: [Reassess section 95 support](#). No further action is required.

For a 'significant birthday' in the past, you must calculate how much the Home Office has underpaid (the back payment amount) or overpaid the applicant. For more information, see related link: [Calculate under or over payment](#).

Section 95 support underpaid after change of age

For more guidance on dealing with underpaid section 95 support, see related link: [Back payment of asylum support](#).

You must add the underpaid amount to the regular payments by using a payment element in ASYS. This is a one-off payment. You must remember to change the weekly rate back to the normal weekly rate. If you do not do this, you will create an overpayment.

You must use the assessment and allocation tool in ASYS to set up the new section 95 support payments following the 'significant birthday'. You must also include the back payment of underpaid section 95 support. See related link: [Reassess section 95 support for](#)

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more information.

Section 95 support overpaid after change of age

For guidance on overpaid section 95 support, see related links:

- [Overpayments](#)
- [Overpayments manual](#).

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Change age of applicant or dependant

Calculate under or over payment

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Change age of applicant or dependant

Reassess section 95 support

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To delete the EST:

- highlight the EST in the 'Interim and Emergency Payments' box on tab '7. Other Support'
- click 'Stop Token, Delete Payment' and enter a comment, for example 'Dummy EST created to amend support to correct rate'
- click 'OK' and 'Save'.

The regular payments grid on tab '7. Other Support' will now show the calculations you have just completed and the correct ongoing subsistence level.

Check the EST has been deleted.

You must now send a letter to the applicant explaining the changes to their asylum support:

- click 'Letters' on tab '7. Other Support'
- select the 'Letter Selection' tab and tick the 'Generic/Stock Letter' box under 'Generic Letters'
- click 'Initiate Letter', the 'Generic Letter Selection' screen will appear
- select 'Applicant' from the 'Recipient' drop-down menu
- select 'GENERIC.DOT' from the 'Letter Type' list and click 'Select', this will open a blank document with the applicant's name and address
- copy and paste the correct letter text into the generic document, send letter AGE1 when making a back payment otherwise send letter AGE3, for letters text see link on the left: Change of age ASYS letters
- select the 'Outgoing Correspondence' tab and change the letter's status from 'Pending' to 'Sent'.

For further guidance on creating letters, see related link: [um016 Producing a Generic ASYS Letter](#).

You must now write a clear and accurate minute on ASYS. In tab '5. Minute Sheet', click 'Add' and set out the actions you have taken.

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Change of age ASYS letters

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Start Date	End Date	Value									
[dd/mm/yyyy]	[dd/mm/yyyy]	[support rate and back payment]									
[dd/mm/yyyy]	Ongoing	[support rate]									

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It is your responsibility to inform the office dealing with your case of your new address before you move on [Insert contact details here].

AGE4 - letter to applicant when change of age differs from that held on CID

Thank you for your letter of [date] regarding your date of birth.

The Home Office is unable to amend your details until you contact your case owner regarding your date of birth.

You will then need to re-submit your request regarding your date of birth once the Home Office has confirmed that they have amended their records.

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Contact

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Information owner

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This page tells you about this version of the change age of applicant or dependant guidance and who owns it.

Version	7.0
Valid from date	11 November 2013
Policy owner	OPRU asylum support team, London and South East region
Clearance by director	Hugh Ind
Director's role	Director, London and South East region
Clearance date	23 August 2011
This version approved for publication by:	Richard Short
Approver's role	Grade 7, modernised guidance team
Approval date	8 November 2013

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact your senior caseworker, who will ask the OPRU asylum support team (see related link: Email: OPRU Asylum) to ask the MGT to update the guidance, if appropriate.

The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.

Related links

[Changes to this guidance](#)

[Contact](#)

Links to staff intranet removed