



Introduction

This form is to be used by A-rated Sponsors on the Worker and Temporary Worker immigration routes to request prioritisation of the eligible case types. If the request is not for one of the changes listed in the Worker and Temporary Worker Priority Service Guidance, or you are ineligible for the service, your request will not be considered. A link to the relevant guidance is provided below: www.gov.uk/government/publications/priority-change-of-circumstances-for-sponsors

Completing this form

Complete this form electronically and email it, along with any required supporting documents, to PostLicencePriorityService@homeoffice.gov.uk.

Eligible requests will normally be considered within 5 working days of receipt of payment.

Supporting documents

You can submit your supporting documents electronically by attaching them to your email, along with your completed form. Make sure your files are:

- are in PDF, JPEG, PNG or Word format
- have descriptive titles, with 25 or fewer characters
- are of high enough quality to be read

Priority requests which require supporting documents (as detailed on Page 2) must include the documents with the worker and temporary worker priority request form sent to

PostLicencePriorityService@homeoffice.gov.uk **and** sent to SCOC@homeoffice.gov.uk.

If you have sent physical documentation by post and submitted your request through the sponsorship management system (SMS), your case will still be considered within 5 working days.

Help and Support

If you have any technical problems with the service, you can contact the Business Helpdesk at BusinessHelpdesk@homeoffice.gov.uk

If you have any queries relating to a request submitted through the SMS that is not eligible for the service, or if you have had problems with your payment link, contact the Post Licence Priority Services Team: PostLicencePriorityService@homeoffice.gov.uk

Important note

The payment is for the consideration of the request and does not guarantee your request will be accepted. We may request further information within the 5-working day consideration timescale. If we do not receive a response within the time specified, we may reject the request and no refund will be issued.

Eligible requests

Request type	Documentation required		
	Submission Sheet	EU/EEA/Swiss national: a copy of the photo (biodata) page of your passport, or a copy of your national ID card. Non-EEA national: a copy of your biometric residence permit (both sides); or a copy of the photo (bio data) page of your passport, together with a copy of your valid visa or permission to enter or stay stamp.	Lease or rental agreement or signed affidavit or letter from a practicing solicitor or notary confirming the details of the lease. If the premises are owned, you should submit the relevant land registry documentation. Note: we will not accept utility bills or bank statements as evidence of this change.
In-year Certificate of Sponsorship (CoS) allocation (additional CoS allocation)			
Follow-on CoS allocation (annual CoS allocation)			
Add level 1 user			
Change level 1 user details			
Replace authorising officer (AO)			
Amend authorising officer (AO)			
Replace key contact (KC)			
Amend key contact (KC)			

Change of Circumstances – appoint a representative			
Update Organisation details - moved to new premises			

Priority Service – Email Request Form			
Sponsor Licence Number			
Sponsor Licence Name			
Sponsor Licence Address (as currently listed on the licence)			
Name of the Authorising Officer <u>or</u> an active Level 1 user			
Details of case to be prioritised:	Request type	(X)	Date of request (as listed on the SMS)
	In-year CoS allocation (additional CoS allocation)	<input type="checkbox"/>	
	Follow-on CoS allocation (annual CoS allocation)	<input type="checkbox"/>	
	Add level 1 user	<input type="checkbox"/>	
	Change level 1 user details	<input type="checkbox"/>	
	Replace authorising officer (AO)	<input type="checkbox"/>	
	Amend authorising officer (AO)	<input type="checkbox"/>	
	Replace key contact (KC)	<input type="checkbox"/>	
	Amend key contact (KC)	<input type="checkbox"/>	
	Change of Circumstances – appoint a representative	<input type="checkbox"/>	
Update organisation details – moved to new premises	<input type="checkbox"/>		

<p>For 'replace authorising officer', 'add a representative' or 'update organisation details – moved to new premises'</p>	<p>Have you printed the submission sheet? (Please select 'Yes' or 'No')</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, please email the document to SCOC@homeoffice.gov.uk and ensure it is also attached to your priority request to PostLicencePriorityService@homeoffice.gov.uk.</p> <p>If no, your case will not be eligible for the service as the submission sheet cannot be obtained once the SMS request has been closed.</p>
<p>For level 1 user requests:</p>	<p>Please confirm the full name of the level 1 user to be added: <input type="text"/></p> <p>Please confirm if the level 1 user is from a legal representative organisation:</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, has this legal representative organisation been formally appointed and approved by us as a representative on your sponsor licence?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>