



E09

## Notice of appeal – asylum support

Use this form to appeal to the First-tier Tribunal (Asylum Support) against a decision made by the Home Office regarding a claim for asylum support.

If you want to challenge the refusal of your asylum claim, this is not the correct form and you should refer to this link: <https://www.gov.uk/immigration-asylum-tribunal>

### Time limit to appeal

Your appeal must be received by the tribunal no later than **3 working days** after you received the Home Office decision letter.

For more information about late appeals go to Section 6.

### If you need help

If you need to discuss any part of the appeal process, contact the First-tier Tribunal Asylum Support team:

**Email:** [asylumsupporttribunals@justice.gov.uk](mailto:asylumsupporttribunals@justice.gov.uk)  
(preferred)

**Freephone:**  
0800 681 6509

Further information on appealing an asylum support decision is available at: [www.gov.uk/appeal-first-tier-asylum-support-tribunal](http://www.gov.uk/appeal-first-tier-asylum-support-tribunal)

### Other notes

If you are completing this form by hand use CAPITAL LETTERS.

Use another sheet of paper if there is not enough space for you to say everything.

Add your name at the top of any additional sheets.

## Section 1 – Appellant’s information

### 1.1 Details of appellant

Title

Mr       Mrs       Ms       Miss

Other

First name(s)

Last name(s)

Date of birth

Day      Month      Year

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Nationality

Your Home Office Support reference number or  
Port reference number

### 1.2 Current address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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### 1.3 Contact details

Phone number

Email address

**Note 1.1:** Give your name as it appears on the Home Office decision letter you received.

**Note 1.2 and 1.3:** If you are listed to attend a tribunal hearing or join by video from the office of a representative or organisation more than three miles from your address, the Home Office will send travel tickets before your hearing date.

You must give an address where they can be delivered.

Alternatively, you must tell us from which rail or bus station you will start your journey. **See question 4.5.**

## Section 2 – Appellant’s representative information

**2.1** Do you have a representative helping you with this appeal?

Yes. **Go to question 2.2.**

No. **Go to Section 3.**

**2.2** Details of appellant’s representative

First name(s)

Last name(s)

Company name

**2.3** Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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**2.4** Reference number for correspondence (optional)

**2.5** Contact details

Phone number

Email address

### Note for Section 2

If you appoint a representative, the tribunal office will correspond with your representative.

Your representative can be anyone who is helping with your appeal, including a refugee organisation, advice centre, law centre or similar.

They do not need to be regulated by the Immigration Advice Authority.

Registering your representative means they can help you submit your appeal or prepare your evidence, act on your behalf (they should ask for your permission first), and see any evidence that is submitted by you or the Home Office (including medical evidence).

## Section 3 – Asylum support decision letter (refusing or discontinuing support)

3.1 Date of the Home Office decision letter against which you are appealing

Day	Month	Year

## Section 4 – Hearing type

4.1 How do you want to have your appeal decided?

I want my appeal to be decided **with a hearing**.

**Go to question 4.2**

A judge will decide your appeal at a hearing that you can attend.

I want my appeal to be decided **without a hearing**.

**Go to Section 5.**

A judge will decide your appeal by looking at the information and documents you send the tribunal.

4.2 What type of hearing do you want?

Face to face hearing

Video hearing

Telephone hearing

### Note for Section 3

You should attach to this form a full copy of the asylum support decision letter. If you have not received it yet, send a copy of your notice to quit or other evidence that an asylum support decision has been made.

**Note 4.1:** The tribunal will decide where and how the hearing will take place.

For example, your hearing will take place at Import Building in London via a video hearing.

### Note 4.2:

- **Face to face hearings** are heard at Import Building in London
- For a **video hearing**, you will need to use a computer with a good internet speed. If you have a representative, they may be able to provide this at their office.
- For **both video and telephone hearings** you will need a quiet and private place from which to join the hearing.
- Some cases are not suitable for video or telephone hearings or for a decision to be made on the papers. A judge will make the final decision on how your appeal will be decided.

**4.3** Will you need an interpreter at the hearing?

Yes

Language and dialect needed

No

**4.4** Will you need any accessibility support at the hearing, including wheelchair access or a hearing loop?

Tell us what support you need and **why** you need it:

**4.5** If you need to travel more than three miles from your accommodation, you can ask the Home Office to consider a request for transport assistance to attend your hearing, either in person at the Import Building in London or by video at your representative's office.

Tell us from which rail or bus station you will start your journey.

**Note 4.3: All appellants** must provide interpreter information.

**Note 4.4:** You can ask for support at a hearing, for example:

- access and mobility support (wheelchair)
- support to see or hear what is happening at the hearing
- documents in alternative formats, colours or fonts

## **Section 5 – Grounds for appeal**

- 5.1** Explain why you are appealing against the Home Office decision. Give details of which sections of the decision letter you disagree with.

### **Note for Section 5**

If you have any information or evidence you want the judge to consider when making a decision, include it with your application and list the documents you are sending in the Checklist at the end of this form.

Use another sheet of paper if there is not enough space for you to say everything.

Add your name at the top of any additional pages.

## Section 6 – Late appeals

**6.1** Your appeal must be received by the tribunal no later than **3 working days** after you received the Home Office decision letter.

If your appeal is late, explain why it is late. Include any evidence you have regarding these matters with your application:

## Checklist

Make sure you have completed all sections.

List of documents that need to be included with the application:

copy of the Asylum Support decision letter

copies of any documents you are using as evidence or copies of any other documents in support of your appeal

List the documents attached here:

For information on how HM Courts and Tribunals Service process and store your data visit: [www.gov.uk/hmcts/privacy-policy](http://www.gov.uk/hmcts/privacy-policy)

## Signature

**I believe** that the facts stated in this form and any additional pages are true.

**The appellant believes** that the facts stated in this form and any additional pages are true. **I am authorised** by the appellant to sign this statement.

Signature

Appellant

Appellant's representative

Date

Day	Month	Year

Full name of person signing the form

## What to do next

You must send the completed and signed form and documents from the Checklist to the tribunal via email. Only send the form and documents by post if you do not have an email address.

### Email

[asylumstribunals@justice.gov.uk](mailto:asylumstribunals@justice.gov.uk)

### Address

Asylum Support Tribunal  
Tribunals Service  
2nd Floor Import Building  
2 Clove Crescent  
London  
E14 2BE

## Next steps

The tribunal will check this form and let you know if you need to provide any more information. If no further information is required, the tribunal will contact you to confirm the next steps.

For information on how HM Courts and Tribunals Service process and store your data visit: [www.gov.uk/hmcts/privacy-policy](http://www.gov.uk/hmcts/privacy-policy)