

ANNEX H: REQUEST FOR COMPLAINT DOCUMENTATION TO BE TRANSLATED

If you have difficulties in understanding the complaints documentation that you have been given, you can speak to staff at the Immigration Removal Centre, Short-Term Holding Facility or whilst on escort to help you.

You may also request for the documentation to be translated into a language that you understand. Requesting a translation will not impact the outcome of your complaint. Translations can take longer to be provided to you depending on the language requested and the availability of translators but should be no more than three additional working days.

If you wish for the:-

Type	Select
2-Day Acknowledgement letter	Y/N
Interim Response	Y/N
Final Response	Y/N

to be translated, please complete the details below:

1. Complaint IEDET reference number (*from the Acknowledgment letter*)

2. I would like the response to my complaint to be translated into (*confirm language*)

3. Name (*first name & surname*)

4. Date (*DD/MM/YYYY*)

5. CEPR or Home Office Reference Number:

6. IRC location (*where you are currently located*):