

Introduction of time limited Standard Acknowledgement Letter (SALs)

Subject: Introduction of time limited Standard Acknowledgement Letters (SALs)

Who this notice affects: All staff who may come into contact with SALs.

Effective date: Friday 17th December 2004.

Although **Application Registration Cards (ARCs)** are issued to the majority of new asylum seekers when an application for asylum is lodged, there remains a significant number for whom ARC issue at time of application is not possible. This could be, for instance, due to the claim being made at a non-ARC equipped site. In these instances, a SAL without an expiry date is issued and arrangements are subsequently made for holders to attend an ARC event site and have their SAL exchanged for an ARC. However, there are instances where there is little incentive for the asylum seeker to comply but instead retain the less secure SAL.

With the objective of encouraging attendance at an ARC issuing event (with the benefits to IND and asylum seekers that flow from ARC issuance including reduced asylum support costs, less opportunity for identity fraud, increased removals, more robust document confirming details as recorded by IND, and quicker, more discrete means of accessing NASS cash support), SALs issued from **Friday, 17th December 2004** will routinely be valid for a period of two months from date of issue. A SAL with no expiry date will ONLY be issued where there is no prospect, because of the permanent incapacity of the claimant, that IND will be able to issue them with an ARC. A separate note advising of the need to exchange the SAL for an ARC and how to achieve this will be issued to asylum seekers at the same time as a time limited SAL.

In instances where SALs are time limited, they will be endorsed with the following:

"This document is valid for a maximum of 2 months from the date of issue, or until an ARC is issued, or until the asylum claim is finally decided, or until the holder's departure from the UK, whichever is the sooner".

Until stocks of SALs overprinted with the above statement are available, documents will be endorsed with this message in either manuscript or typescript, with the entry endorsed by the issuing officer's personal date stamp. This should be entered on the front of the SAL, just below the statement confirming the holder's status as an asylum seeker. Any pre-printed statement on the SAL stating the document is valid until a decision is reached on the asylum claim should also be struck out. A note of whether a time limited or open-dated SAL has been issued, the date of issue, and the serial number should also be entered in the "musical notes" field of the individual's CID record.

Any member of IND encountering a SAL issued on or after **17th December 2004** should carefully check the validity of the SAL both as shown on the document and against CID. Any discrepancy should be investigated.

Further enquiries: Policy: Policy Group D, APU
Operational: ARC Co-ordination Unit, UKIS