



## **New Procedure for Further Submissions/Fresh Claim.**

From 14 October 2009, any individual who wants to make a further submission will have to do so in person. The UKBA have introduced a further submissions form which they wish to be used. You can download this form from this link:

<http://www.ind.homeoffice.gov.uk/sitecontent/applicationforms/asylum/fs-form.pdf>

If they have received a further submission on or before 13 October 2009, with a postmark date of 12 October or before, they will accept this as a valid further submission. If the Home Office receive a further submission posted after this date, it will be returned without consideration. The UKBA will not keep a copy on their file.

The process for making a further submission depends on where you live and when you initially applied for asylum.

### **Initial applications before 5 March 2007**

If you initially applied for asylum before 5 March 2007 and your case is managed by the case resolution directorate, you will need to make your further submission **by appointment** and in person at Liverpool's further submissions unit (FSU).

You cannot make a further submission at Liverpool FSU unless you have an appointment. To make an appointment, phone the FSU on 0151 237 0980.

When you book an appointment, UKBA will send you written confirmation of the appointment and the FSU's address.

### **Initial applications on or after 5 March 2007**

If you initially applied for asylum on or after 5 March 2007, your case will be managed by a regional **case owner**.

You will need to make your further submissions in person at a specified reporting centre in your region. The process may be slightly different in different regions, but all cases will be treated equally across the country.



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If you will have a reporting event at a reporting centre in the near future, you should make your further submission at that event.

If you report to a police station, or if you will not have a reporting event for some time, you should phone your case owner to find out what the submission process is in your region. (Police stations cannot deal with further submissions.) Your case owner will tell you how to book an appointment at a reporting centre to make your further submission.

For an information sheet in 16 languages please click on the attached link:

<http://www.ukba.homeoffice.gov.uk/sitecontent/documents/asylum/info-sheetfs/sheet.pdf?view=Binary>

### **CONTACT:**

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If you need any further information about matters in this information sheet, please do not hesitate to contact us.