

# Court request for information to the Home Office

(United Kingdom Border Agency/  
Identity and Passport Service)

Please note that all information provided in this form will be forwarded to the Home Office

Name of court	
Case no.	
Serial no.	
Date	

In the matter of the \_\_\_\_\_ Act

In the matter of

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**To the judge:** Each of the following fields must be completed to assist the Home Office find the relevant records. Once completed pass the form to your Court Clerk. The Court Clerk will then produce a separate order directed to the Home Office, using the information provided on this form. The form must be sent **without delay**, together with the court order, to the Home Office Liaison Team.

Name of Judge:					
Full name of each party, including relationship to child(ren)	Female/Male (please tick)	Date of birth	Country of origin	Date arrived in UK:	All relevant Home Office reference no's:
	<input type="checkbox"/> Female <input type="checkbox"/> Male				
	<input type="checkbox"/> Female <input type="checkbox"/> Male				
	<input type="checkbox"/> Female <input type="checkbox"/> Male				
	<input type="checkbox"/> Female <input type="checkbox"/> Male				
	<input type="checkbox"/> Female <input type="checkbox"/> Male				
	<input type="checkbox"/> Female <input type="checkbox"/> Male				

continued overleaf

<p>What questions would you like the UKBA/IPS to answer?</p>	
<p>Please provide a brief summary of case and any other information which will be useful to the UKBA/IPS in dealing with the request e.g. any details relating to immigration:</p> <p>(Please attach any documents, such as Case Summaries, in respect of which the Court has given leave to disclose to the Home Office).</p>	
<p>Has the court in the order given leave to disclose any supporting documentation to the Home Office?</p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p>Contact details of person from whom additional information can be sought:</p>	
<p>By what date is the information required? (Please allow a minimum of 4 weeks from the date of sending to the Home Office Liaison Team)</p>	

**To the court clerk**

Please send this document, **together with the sealed order** and any attached documents, **without delay** to: Home Office Liaison Team, HM Courts & Tribunal Service, Arnhem House PO Box 6987 Leicester LE1 6ZX. Email: [homeofficeliasion@hmcts.gsi.gov.uk](mailto:homeofficeliasion@hmcts.gsi.gov.uk) Telephone: 0116 249 4309 Fax: 0116 249 4400