



Criminal casework directorate

Biometric data sharing - fingerprint matching

This guidance is based on the immigration acts

Biometric data sharing - fingerprint matching

About this guidance

About this guidance Criteria for referral Requesting a biometric check Receiving results of biometric check Identity information Update CID with conflicting identity information Update CID with conflicting nationality information Possible results of information Cases awaiting an asylum decision Cases granted leave to enter or remain in the UK	<p>This guidance tells criminal casework directorate (CCD) staff about the agreement reached through the Five Country Conference Protocol to share biometric data in the form of fingerprints.</p> <p>The Five Country Conference Protocol is between:</p> <ul style="list-style-type: none">• the UK• Australia• Canada• United States of America, and• New Zealand. <p>Checks for up to 3000 individuals for each country, each year can be carried out.</p> <p>This information could be crucial in determining the nationality of a foreign national offender (FNO) and facilitating removal.</p> <p>The use of biometric data sharing allows CCD to establish if at any point an FNO has either been a national of, has been a resident of, or has used an identity in one or more of the countries listed above, other than the UK.</p> <p>If an FNO is already a declared national of any of the countries above or a European Economic Area (EEA) country, no checks will need to be undertaken.</p> <p>This instruction tells CCD case owners how to identify potential cases and process these through the biometric case management team (BCMT).</p> <p>Changes to this guidance – This page tells you what has changed since the previous version of this guidance.</p> <p>Contact - This page tells who to contact if your senior caseworker or line manager can't</p>	<p>In this section</p> <p>Changes to this guidance</p> <p>Contact</p> <p>Information owner</p> <p>Links to staff intranet removed</p>
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	<p>answer your question</p> <p>Information owners - This page tells you about this version of the guidance and who owns it.</p> <p>Safeguard and promote child welfare – This page explains your duty to safeguard and promote the welfare of children and tells you where to find more information.</p>	
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Changes to this guidance

About this guidance Criteria for referral Requesting a biometric check Receiving results of biometric check Identity information Update CID with conflicting identity information Update CID with conflicting nationality information Possible results of information Cases awaiting an asylum decision Cases granted leave to enter or remain in the UK	<p>This page lists the changes to the biometric data sharing - fingerprint matching guidance, with the most recent at the top.</p> <table><tr><th>Date of the change</th><th>Details of the change</th></tr><tr><td>15 October 2012</td><td><p>Six month review by the modernised guidance team:</p><ul style="list-style-type: none">• About this guidance / landing page:<ul style="list-style-type: none">○ sixth paragraph after ‘ above’ ‘or a European Economic Area (EEA) country’ has been added• Requesting a biometric check:<ul style="list-style-type: none">○ third bullet point ‘update CID as follows’ has been deleted• Receiving results of biometric checks:<ul style="list-style-type: none">○ first bullet point, new beginning of the sentence until ‘conduct’• Minor house keeping changes.</td></tr><tr><td>23 April 2012</td><td><p>Six month review by the modernised guidance team:</p><ul style="list-style-type: none">• Minor housekeeping changes</td></tr><tr><td>11 October 2011</td><td><p>Revised and modernised by criminal casework directorate process team and the modernised guidance team.</p></td></tr></table>	Date of the change	Details of the change	15 October 2012	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none">• About this guidance / landing page:<ul style="list-style-type: none">○ sixth paragraph after ‘ above’ ‘or a European Economic Area (EEA) country’ has been added• Requesting a biometric check:<ul style="list-style-type: none">○ third bullet point ‘update CID as follows’ has been deleted• Receiving results of biometric checks:<ul style="list-style-type: none">○ first bullet point, new beginning of the sentence until ‘conduct’• Minor house keeping changes.	23 April 2012	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none">• Minor housekeeping changes	11 October 2011	<p>Revised and modernised by criminal casework directorate process team and the modernised guidance team.</p>	<p>Related links</p> <p>About this guidance</p> <p>Requesting a biometric check</p> <p>Receiving result of biometric checks</p> <p>See also</p> <p>Contact</p> <p>Information owner</p>
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Biometric data sharing - fingerprint matching

Criteria for referral

About this guidance Criteria for referral Requesting a biometric check Receiving results of biometric check Identity information Update CID with conflicting identity information Update CID with conflicting nationality information Possible results of information Cases awaiting an asylum decision Cases granted leave to enter or remain in the UK	<p>This page tells you about the criteria for referral that is used when identifying criminal casework directorate (CCD) cases that may benefit from biometric data sharing arrangements.</p> <p>To identify cases which might benefit from biometric data sharing arrangements, a strict set of criteria has been developed to make sure the right cases are referred.</p> <p>Case owners must follow these criteria in deciding whether or not the case should be referred to the biometric case management team (BCMT).</p> <p>The foreign national offender (FNO) must meet at least one of the following criteria:</p> <ul style="list-style-type: none">• Fingerprints are available, as indicated on the case information database (CID).• Intelligence suggests that the FNO has family residing in:<ul style="list-style-type: none">○ Australia○ Canada○ United States of America or○ New Zealand.• The FNO has been arrested or prevented from travelling to one of the four countries.• The FNO:<ul style="list-style-type: none">○ has switched nationality or there is a dispute over their nationality, and○ they are possibly a national of, or have spent time in, one of the four countries, and○ a fingerprint check would be able to establish a true identity.• There is evidence that they arrived from one of the four countries.• They refuse to cooperate with the documentation process (essentially obtaining an emergency travel document) and that is the only barrier to removal.• They are an absconder and they also meet one or more of the criteria above.• Where deportation action is not being pursued due to difficulties in obtaining a travel document.	
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	<p>If the FNO meets one or more of the criteria listed above, but fingerprints are not available on CID, these must be obtained through the operations team in CCD, local immigration teams (LITs), or prison.</p> <p>As a rule, CCD case owners must ask themselves:</p> <ul style="list-style-type: none">• Is a match likely?• Would any match provide significant benefits to either the decision or re-documentation?	
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Biometric data sharing - finger print matching

Requesting a biometric check

About this guidance Criteria for referral Requesting a biometric check Receiving results of biometric check Identity information Update CID with conflicting identity information Update CID with conflicting nationality information Possible results of information Cases awaiting an asylum decision Cases granted leave to enter or remain in the UK	<p>This page tells you how criminal casework directorate (CCD) case owners request a biometric data check.</p> <p>Levels of authority CCD case owners must refer the case to their team leader to authorise the decision to undertake a biometric check.</p> <p>Completing the form When completing the request form the case owner must make sure that all the information on the form is correct, including the immigration fingerprint bureau (IFB) reference. This must be taken from the IFB result sheet and not from CID, where possible. It is important that case owners specify which country they want the data to be shared with. This is known as the providing country.</p> <p>Case owners must do the following:</p> <ul style="list-style-type: none">• complete the biometric data sharing request form, see related link: Biometrics data sharing request pro forma.• send the request by email to the biometric data sharing requests inbox (see related link) and attach a hard copy to the file.	Links to staff intranet removed
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Receiving results of biometric checks

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Identity information

About this guidance	This page tells you about identity information following a biometrics data sharing check on a foreign national offender (FNO).	
Criteria for referral		
Requesting a biometric check	The FNO may have given the providing country a different identity which may or may not be in the same nationality they claim to be in the UK. If this is the case, the providing country may have details of a travel document which should be used for re-documentation and removal. The case owner must contact the biometric case management team (BCMT) to obtain a copy of the travel document.	
Receiving results of biometric check		
Identity information	Some discrepancies in the person's identity could be minor, due to data error, for example the date of birth. However, some discrepancies may be more substantial and indicate at least one false identity has been used. It is then necessary to consider which identity, if any, is likely to be genuine.	
Update CID with conflicting identity information	Where there is no documentation to support the identity held by the UK, but the providing country holds a travel document reference number, then it is likely that the identity of the providing country is genuine.	
Update CID with conflicting nationality information	If no travel document reference number is available, this could be due to the FNO previously being apprehended in the providing country without documentation. You cannot assume that these identities are genuine.	
Possible results of information	The BCMT will not update CID with details of any identity or nationality discrepancy or harm ratings.	
Cases awaiting an asylum decision	Criminal casework directorate (CCD) case owners must not contact the providing country, embassy or high commission direct. Any enquiries that need to be made must go through the BCMT.	
Cases granted leave to enter or remain in the UK		

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Update CID with conflicting identity information

About this guidance Criteria for referral Requesting a biometric check Receiving results of biometric check Identity information Update CID with conflicting identity information Update CID with conflicting nationality information Possible results of information Cases awaiting an asylum decision Cases granted leave to enter or remain in the UK	<p>This page tells you about the process that criminal casework directorate (CCD) staff must follow when updating CID, where an incidence of a conflicting identity needs to be recorded.</p> <p>The CCD case owner must:</p> <ul style="list-style-type: none">• in person/case search, enter the Home Office (HO) reference in search criteria box• click person details on the vertical menu• click alias tab• update alias name, alias type (from drop-down menu, click 'International Biometric Match') date of birth and nationality• click save/exit.	
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Update CID with conflicting nationality information

About this guidance Criteria for referral Requesting a biometric check Receiving results of biometric check Identity information Update CID with conflicting identity information Update CID with conflicting nationality information Possible results of information Cases awaiting an asylum decision Cases granted leave to enter or remain in the UK	<p>This page tells you about the process that criminal casework directorate (CCD) staff must follow when updating CID, where an incidence of a conflicting nationality needs to be recorded.</p> <p>The CCD case owner must:</p> <ul style="list-style-type: none">• in person/case search, enter the Home Office (HO) reference in search criteria box• click special conditions on vertical menu• click alias tab• update special condition type (from drop-down menu, click 'nationality dispute')• in lodged date, enter the date that the applicants nationality was disputed (today's date, not the date that the fingerprint was taken in the providing country)• in the additional information field, enter 'int. biometric match-applicant believed to be from (country)' and details of any travel documents used in the providing country must be included here, if known• do not enter anything in the closed date field, this is for use when the special conditions apply• click save/exit.	
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Possible results of information

About this guidance Criteria for referral Requesting a biometric check Receiving results of biometric check Identity information Update CID with conflicting identity information Update CID with conflicting nationality information Possible results of information Cases awaiting an asylum decision Cases granted leave to enter or remain in the UK	<p>This page tells you how criminal casework directorate (CCD) staff receive information on where a foreign national offender (FNO) was fingerprinted in the past.</p> <p>This result indicates that the FNO was fingerprinted, either whilst in the providing country or whilst making a visa application to visit that country. This could impact on applications for asylum or further leave to remain in the UK. If the FNO was fingerprinted whilst making a visa application, then, unless the application was fraudulent, it is likely that there will be information available linking that person to an identity, a nationality and a travel document. This information will be provided along with matched results within eight days.</p> <p>Status information</p> <p>This result will indicate that an FNO has acquired settled status or refugee status in the providing country. Such information will be relevant in deciding or withdrawing any outstanding applications to remain in the UK, along with documentation and removal from the UK.</p> <p>Adverse information</p> <p>This may provide information about previous criminal activity and will be relevant in assessing any risk of harm when detaining or removing an individual. The biometric case management team (BCMT) should not receive any information that cannot be legally relied upon, but they will be checking all result forms before sending a response to the case owner.</p> <p>Extreme caution must be applied when looking at this information and it can only be taken into account if the criminal offence is known. Any risk factors arising from criminality information from the providing country must be flagged up on CID in the normal way. In cases where this is established, this information must be factored into the decision about the individual's harm rating. The harm matrix allows CCD case owners to assess the risk of harm to the UK and its citizens that may be brought about by an individual on a case-by-case basis.</p>	Links to staff intranet removed
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	Obtaining further information from the providing country If further information is required from the providing country, the case owner must contact the BCMT, using related link: Email biometric case management team.	
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Cases awaiting an asylum decision

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Cases which have been granted leave to enter or remain in the UK

About this guidance Criteria for referral Requesting a biometric check Receiving results of biometric check Identity information Update CID with conflicting identity information Update CID with conflicting nationality information Possible results of information Cases awaiting an asylum decision Cases granted leave to enter or remain in the UK	<p>This page tells you how criminal casework directorate (CCD) staff approach cases which have been granted leave to enter or remain in the UK.</p> <p>If a foreign national offender (FNO) has already been granted leave to remain in the UK before the results of the biometric data match is received, the CCD case owner must consider if the information supplied by the providing country indicates that this leave was gained by deception. If this is the case then the leave must be cancelled or revoked.</p>	
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Contact

About this guidance Criteria for referral Requesting a biometric check Receiving results of biometric check Identity information Update CID with conflicting identity information Update CID with conflicting nationality information Possible results of information Cases awaiting an asylum decision Cases granted leave to enter or remain in the UK	<p>This page explains who to contact for more help with a specific biometric data sharing case.</p> <p>If you have read this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.</p> <p>If they cannot answer your question, they or you may email the criminal casework directorate (CCD) process team (see related link: Email CCD process team) for guidance on the policy.</p> <p>Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you should contact the CCD process team, who will ask the MGT to update the guidance, if appropriate.</p> <p>The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.</p>	<p>Related links See also</p> <p>Changes to this guidance</p> <p>Information owner</p> <p>Links to staff intranet removed</p>
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Information owner

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This page tells you about this version of the biometric data sharing guidance and who owns it.

Version	3.0
Valid from date	15 October 2012
Policy contact	Criminal casework directorate (CCD) process team
Cleared by director	Richard Quinn
Director's role	Director, CCD operations
Clearance date	9 September 2011
This version approved for publication by	Richard Short
Approver's role	Assistant director, modernised guidance team
Approval date	15 October 2012

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Related links
See also

[Changes to this guidance](#)

[Contact](#)

Links to staff intranet removed