

PROCEDURE FOR THE ISSUE OF A STATUS LETTER

The procedure for issuing a status letter is as follows:

- a. Three copies of the STATUS LETTER and STATUS LETTER - IPS NOTIFICATION enclosure should be suitably amended, printed and signed.
- b. Place one copy on file and take the original and the other copy to the Citizenship Ceremonies Support Team for embossing.
- c. The Citizenship Ceremonies Support Team will return the original to the caseworker for despatch to the enquirer, together with any documents submitted, and send the copy to IPS.