

Chapter 34 annex B

Referees

1. Policy on contacting referees is currently under review and an amendment to this section will be issued shortly. **REFERENCES MUST BE SOUGHT IN ALL CASES BEFORE GOING OUT FOR POLICE INTERVIEW.**

2. Both referees are required:

- to be British overseas territories citizens; and
- to be aged 25 or over; and
- to have known the applicant for at least 3 years; and
- not to be a solicitor, agent or relative of the applicant; and
- not to be related to each other; and
- not to have been convicted of an imprisonable offence during the past ten years

3. Unless it appears otherwise, it should be assumed that the referees meet the requirements in paragraph 2 above: no checks need be made to ascertain whether the referees meet these requirements.

4. If it is **clear** from any information we may have that a referee does not meet one or more of the requirements in paragraph 2 above, the applicant should be asked to provide an additional referee. If an application is to be decided in the Home Office, this should be done by sending a REFEREE - ADDITIONAL letter with a REFEREE 6(1) FORM or REFEREE 6(2) FORM and the appropriate guidance notes.

5. Referees are asked:

- How long they have known the applicant
- How, when, and for what reason they met, or meet, the applicant
- To confirm whether, in their opinion, the applicant meets the statutory requirements other than the residence requirements
- To give any other information which they think should be taken into account in considering the application

6. If a referee is consulted and it is discovered that he or she:

- does not meet one or more of the requirements set out in paragraph 2 above; or
- is unwilling to act as a referee; or
- is otherwise considered unsuitable,

the applicant should be asked to provide an additional referee using the procedure in paragraph 4 above.

7. How and when the referees are consulted is explained in Annex H to **Chapter 18**.