

## Chapter 9 annex B

### Caseworking procedures

#### 1. Enquiries

1.1 Where the police are asked to make enquiries into a parent's application for citizenship, they should also be asked to make enquiries into the suitability for registration of a minor included in the application or for whom a separate application has also been made on Form MN1.

1.2 The scope of enquiries in other cases will vary according to the age of the minor at the time when the application is considered and will normally be as follows:

**Up to and including 12 years:** No separate enquiries

**Age 13 to 15 inclusive:** Normally no separate enquiries but the police may be asked to carry out enquiries if there is evidence to suggest that the application may not be well founded

**Age 16 and 17:** Normally only a **PNC** check where the applicant is or has been resident in the UK. The police may be asked to carry out enquiries if there is evidence to suggest that the minor's behaviour is such that registration could bring citizenship into disrepute.

1.3 When applicants are resident abroad the post would normally state whether anything adverse is known about the applicant. If this information is not given we should ask the post only for confirmation that nothing adverse is **already** known to them. Posts should **not** be asked to make checks with local police records etc.

2. Restricted – not available for disclosure

#### 3. Procedure for obtaining an interview

3.1 Restricted – not available for disclosure

3.2 All files being sent to the Despatch Section for onward transmission to a provincial police force, the Metropolitan Police or, exceptionally, the Immigration Service, should be marked on the computer with the notation DESP before they leave the CMU. Reference to the Police and Constabulary Almanac will show whether a particular address is in the Metropolitan police district. (Files being sent to the Immigration Service at their request for reasons unassociated with a citizenship application may be sent direct by CMUs).

3.3 Despatch Section will note its records and will then forward the file to the appropriate quarter. Files for the Metropolitan Police or the Immigration Service will normally travel by IDS. Files for other police forces will normally be sent by recorded delivery post.

3.4 When sending files out, Despatch Section will update the file movements record for the files in question. Files going to police forces will have the notation POL followed by a number indicating which police force is involved. The codes are listed in Annex H(i) to **Chapter 18**.

#### **4. Priority in police interviews**

4.1 If it has previously been decided to grant the application a measure of priority, we may, in exceptional circumstances, ask the police to give the interview priority treatment. This should only be done if the case meets our normal criteria **and** there are sufficiently exceptional or compassionate reasons to justify asking the police to interview the applicant out of turn.

#### **5. Change of address**

5.1 Where interviews are being arranged it is important to notify police forces whenever an applicant advises us of a change of address. Caseworkers should notify the appropriate police force of the change of address/telephone number direct.

#### **6. Progress enquiries**

6.1 Applicants should not be referred to the police force concerned if the files have been sent for interview. They should be told that the police have been asked to make some enquiries and will be arranging an interview in due course.

#### **7. Consideration of police reports**

7.1 On receipt of the completed police report, Despatch Section will attach an "ACTION OUTSTANDING" marker to the file before passing the case back to the appropriate CMU.

#### **8. Notifying the police of the outcome**

8.1 When all applications on the file have been decided, the file should be returned to the Despatch Section to note its records before sending the file to Layby (or elsewhere as required).

#### **9. Oath and pledge**

9.1 Where the application is made before 1 January 2004, the applicant may have to take an oath of allegiance if an adult by the time the case is decided. If the application is made on or after 1 January 2004, and the applicant has become an adult by the time the case is decided, he or she will have to attend a citizenship ceremony and make an oath of allegiance and pledge. (See **Chapter 6** for guidance on the procedures to follow in either case).