

Additional Information for Itinerant Enrolment

- Getting Additional Information
- No Reply to Request for Additional Information
- Applicant Not Qualified for Enrolment

Getting Additional Information

An **Application for Enrolment for Persons with No Fixed Address** needs more information if:

- it is not signed by the applicant, unless the applicant is unable to sign due to physical incapacity, or
- it is not supported by proof of identity, or
- in states with a requirement of a witness signature for state enrolment, the application is not supported by proof of identity (POI) and does not contain a witness signature
- required information is missing, such as the applicant's date of birth. See Checking Essential Enrolment Information, or
- it is not accompanied by a supporting statement, where required.

Send the applicant an **(I.1) Additional Info** letter from the SLS, along with a partially completed **Application for Enrolment for Persons with No Fixed Address** from the intranet and a BRP envelope.

Once the missing details are resolved or a correctly completed received, forward the application and additional information to the AEO with the report. The DO must keep a copy of the application and any other documentation it sends to the AEO.

No Reply to Request for Additional Information

If no reply is received to the **Additional Info** letter or a citizenship query within 28 days, forward all relevant papers to the AEO with the DRO's report.

Follow-up action is not required as itinerant enrolment is not compulsory.

Applicant Not Qualified for Enrolment

If investigations show that the applicant is not qualified for enrolment (for example, they fail to qualify for citizenship reasons), forward all relevant papers to the AEO with the DRO's report.

Released under the Freedom of Information Act 1982