





## Nationality and identity guide

### Changes to this guidance

<p><a href="#">About this guidance</a>  <a href="#">Case checklist for nationality and identity enquiries</a>  <a href="#">Case management actions</a>  <a href="#">Sources of information held by the Home Office and other agencies</a>  <a href="#">Sources of information held by other government departments/agencies</a>  <a href="#">Sources of information held by law enforcement agencies</a>  <a href="#">Other sources of information</a>  <a href="#">Country specialist team and investigations team</a></p>	<p>This page lists the changes to the nationality and identity guidance, with the most recent at the top.</p> <table border="1"> <thead> <tr> <th data-bbox="490 424 831 464">Date of the change</th> <th data-bbox="831 424 1532 464">Details of the change</th> </tr> </thead> <tbody> <tr> <td data-bbox="490 464 831 727">18 May 2015</td> <td data-bbox="831 464 1532 727"> <p>Change request by criminality policy team:</p> <ul style="list-style-type: none"> <li>• contact for 'Omnibase' enquiries changed to CC Secretariat.</li> <li>• updates to contacts for Country Specialist and Investigations teams</li> </ul> </td> </tr> <tr> <td data-bbox="490 727 831 1434">14 November 2013</td> <td data-bbox="831 727 1532 1434"> <p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> <li>• Case information database (CID):                             <ul style="list-style-type: none"> <li>○ new bullet points after the third paragraph.</li> </ul> </li> <li>• Omnibase                             <ul style="list-style-type: none"> <li>○ New sixth and seventh paragraphs.</li> </ul> </li> <li>• Immigration Removal Centres (IRCs) and Her Majesty's Prisons (HMPs):                             <ul style="list-style-type: none"> <li>○ changes to the third paragraph</li> <li>○ new fourth and fifth paragraph</li> <li>○ changes to the final sentence.</li> </ul> </li> <li>• Sources of information held by law enforcement agencies:                             <ul style="list-style-type: none"> <li>○ sub-heading 'SOCA' renamed 'NCA' new first sentence, new fourth bullet point and new sentence following bullet points.</li> </ul> </li> </ul> </td> </tr> </tbody> </table>	Date of the change	Details of the change	18 May 2015	<p>Change request by criminality policy team:</p> <ul style="list-style-type: none"> <li>• contact for 'Omnibase' enquiries changed to CC Secretariat.</li> <li>• updates to contacts for Country Specialist and Investigations teams</li> </ul>	14 November 2013	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none"> <li>• Case information database (CID):                             <ul style="list-style-type: none"> <li>○ new bullet points after the third paragraph.</li> </ul> </li> <li>• Omnibase                             <ul style="list-style-type: none"> <li>○ New sixth and seventh paragraphs.</li> </ul> </li> <li>• Immigration Removal Centres (IRCs) and Her Majesty's Prisons (HMPs):                             <ul style="list-style-type: none"> <li>○ changes to the third paragraph</li> <li>○ new fourth and fifth paragraph</li> <li>○ changes to the final sentence.</li> </ul> </li> <li>• Sources of information held by law enforcement agencies:                             <ul style="list-style-type: none"> <li>○ sub-heading 'SOCA' renamed 'NCA' new first sentence, new fourth bullet point and new sentence following bullet points.</li> </ul> </li> </ul>	<p><b>Related links</b></p> <p><a href="#">Contact Information owner</a></p> <p><a href="#">Case information database (CID)</a></p> <p><a href="#">Immigration Removal Centres (IRCs) and Her Majesty's Prisons (HMPs)</a></p> <p><a href="#">Sources of information held by law enforcement agencies</a></p> <p><b>See also</b></p>
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### Sources of information held by other government departments/agencies

<p><a href="#">About this guidance</a> <a href="#">Case checklist for nationality and identity enquiries</a> <a href="#">Case management actions</a> <a href="#">Sources of information held by the Home Office and other agencies</a> <a href="#">Sources of information held by other government departments/agencies</a> <a href="#">Sources of information held by law enforcement agencies</a> <a href="#">Other sources of information</a> <a href="#">Country specialist team and investigations team</a></p>	<p>This page tells criminal casework (CC) caseworkers about useful information held about foreign national offenders (FNOs) by other government departments and agencies, which can be accessed when trying to establish identity and nationality.</p> <p>Other government departments and their agencies may hold information on a subject which could be useful. You can contact the following departments as appropriate:</p> <p><b>Foreign and Commonwealth Office (FCO)</b> FCO are a major partner of the Home Office in returning FNOs to their country of origin and will assist CC where possible in establishing and verifying nationality and identity of individuals. They can be asked to:</p> <ul style="list-style-type: none"><li>• verify local information (for example claimed places of birth)</li><li>• escalate emergency travel document (ETD) applications</li><li>• give advice on local documentation procedures in foreign countries</li><li>• engage in discussions with foreign missions.</li></ul> <p>In the first instance, you must seek advice from CC's country specialised team (CST), you can contact them using the link on left: Country specialist team and investigations team.</p> <p><b>Her Majesty's Revenue &amp; Customs (HMRC)</b> HMRC can confirm if a person has claimed the following benefits in the UK:</p> <ul style="list-style-type: none"><li>• Child benefit</li><li>• Child tax credit</li><li>• Working tax credit</li><li>• Health in pregnancy grant.</li></ul> <p>To obtain these benefits, individuals must provide proof of identity and HMRC will often retain copies of identity documents provided. Copied documents can then be used not only to</p>	<p><b>Related links</b> Links to staff intranet removed</p>
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### Sources of information held by law enforcement agencies

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### Other sources of information

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This page tells criminal casework (CC) caseworkers about other possible sources of useful information that can be accessed when trying to establish or verify identity and nationality of a foreign national offender (FNO).

#### Hospitals

If someone claims to have been born in the UK, hospitals may be able to confirm this. It is best practice to contact a hospital by telephone in the first instance to establish whether they hold records that may be of use.

#### Educational establishments

If someone claims to have been educated in the UK, schools or colleges may be able to confirm it. It is best practice to contact these institutions by telephone in the first instance to establish whether they retain any records that might be of interest.

#### Employers

If a FNO claims (or is known) to have been employed in the UK you can approach that employer or employers for details of evidence of nationality and identity, as they are required by law to retain copies of passports and/or other identification documents provided by foreign nationals.

There may also be other useful information in their records. It is best practice to contact all employers by telephone in the first instance. If the FNO's employment began on or before 29 February 2008 then section 8 of the Asylum and Immigration Act 1996 will apply (see related link: Asylum & Immigration Act 1996). If it started after 29 February 2008 then section 15 of the Immigration, Nationality and Asylum Act 2006 will apply (see related link: Immigration Nationality & Asylum Act 2006).

#### Family and friends

You can approach family members or friends of FNOs to assist in identity and nationality enquiries, but this is best done by contacting the local police to arrange interviews through their services.

### Related links

#### External links

[Asylum & Immigration Act 1996](#)

[Immigration Nationality & Asylum Act 2006](#)



## Nationality and identity guide

### Country specialist team and investigations team

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This page tells criminal casework (CC) caseworkers about the services provided for them by CC's country specialist team (CST) and investigations team (IT) when establishing a foreign national offender (FNO's) identity and nationality.

#### **CST**

Leads in:

- identifying and unblocking country specific barriers to removal
- charter flights and emergency travel document (ETD) interview programmes referrals
- improvement in the use of biometric information
- delivery of better data sharing with other government departments and agencies, and
- improving the quality of ETD applications.

You can contact the relevant lead for advice or escalation relating to ETDs or other removal issues listed above using the contacts below, which are divided up according to various geographical areas:

Restricted – do not disclose – start of section

The information in this page has been removed as it is restricted for internal Home Office use only.

Restricted – do not disclose – end of section

#### **IT**



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### Contact

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### Information owner

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This page tells you about this version of the Nationality and identity guide and who owns it.

Version	3.0
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Approver's role	Official – sensitive: information removed
Approval date	18 May 2015

Changes to this guidance can only be made by the guidance rules and forms team (GRaFT). If you think the policy content needs amending you must contact criminality policy team using related link: Email CPG queries inbox, who will ask GRaFT to update the guidance if appropriate.

GRaFT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can email these to GRaFT by using related link: Email Guidance rules and forms team.

**Related links**  
[Changes to this guidance](#)  
[Contact](#)

#### See also

**External links**  
Links to staff intranet removed