|  |  |  |  |
| --- | --- | --- | --- |
| **Official** | **Official sensitive** | **Secret** | **Top secret** |
|  |  |  |  |

Cash referral pro-forma

|  |  |
| --- | --- |
| **Requirement** | To report finds of cash in excess of £1000 (or the equivalent in any currency). It is the responsibility of staff in IRCs and RSTHFs to ensure that this information is recorded on a security information report and ensure that the SIR Cash referral form is handed to the security department within the individual centre or RSTHF. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Officer Completing Report: (Print name, date, time and telephone number)** |  | **IRC and phone number:** |  |
| **NB There is a requirement to photograph all finds of cash where it is found**. All cash which meets the above criteria MUST be reported to either:  Criminal and Financial Investigation (CFI)  OR  The Financial Investigation Unit (FIU). | | | |
| **9am – 5pm Monday to Friday:**   1. The referral must be made **by phone** to the on-call Officer in Criminal and Financial Investigations (CFI) in the region where the immigration removal centre is located (details are on the weekly on-call list).   **Out of hours and weekends:**  The referral must be made **by email** to the Financial Investigation Unit (FIU) FI Inbox.  FIInbox@homeoffice.gov.uk | | | |

Please complete the pro-forma and email this alongside any other relevant information – contact details for referrals are distributed with the Detention & Escorting Services weekly on-call rota.

|  |  |
| --- | --- |
| **Details –** **all fields are MANDATORY and must be completed** | |
| 1. NAME |  |
| 2. D.O.B. |  |
| 3. NATIONALITY |  |
| 4. HO/CID NUMBER |  |
| 5. IRC name |  |
| 6. Arrival from Airport or enforcement or TRANSFER FROM ANOTHER irc? |  |
| 7. Cash found when booking in or brought in by visitor? |  |
| 8. have Removal Directions been set?  If so plese provide details |  |
| 9. SIR NUMBER |  |
| 10. CASH TOTAL (INCLUDE EACH CURRENCY) |  |
| 11. DETAILS OF CASH FIND (Time and date, Where was cash found, Was the cash CONCEALED)? |  |
| 12. ANY OTHER RELEVANT INFORMATION |  |
| 13. REFERRED TO:  Name, telephone number at (time) and on (date) |  |
| 14. ReferRed by:  Name:  irc:  date:  time:  phone number: | 15. Contact details of the security team to be contacted with the outcome of this referral:  **Email address:**  **tELEPHONE:**  **dUTY mANAGER MOBILE:** |

THIS FORM MUST BE E-MAILED WITH EVERY REFERRAL