

**Do you need advice and help on the day of your hearing?  
The ASAP Duty Scheme could help**

**Asylum Support Appeals Project (ASAP)** might be able to help you with your appeal hearing at the First Tier Tribunal (Asylum Support). ASAP is a charity organisation. It is independent of the Home Office and the Asylum Support Tribunal. For more information about ASAP, visit our website [www.asaproject.org.uk](http://www.asaproject.org.uk).

ASAP specialises in asylum support appeals and gives **free legal advice and representation to asylum seekers at the First Tier Tribunal (Asylum Support)**. This is called the ASAP Duty Scheme.

If an ASAP advocate is available on the day of your hearing they might be able to give you legal advice about your appeal, and/or represent you (this means going into the court room to help you present your case).

*Unfortunately we cannot help everyone.* If you sign and return this form we will prioritise you for representation, but it does not guarantee that we will be able to help.

**Please note that ASAP does not give immigration advice.**

If you want help from ASAP's Duty Scheme and want ASAP to read your papers before you arrive at the Tribunal, you need to:

1. Fill in the table below
2. Read and sign the authority form attached
3. Send both forms to ASAP by post or email: [lilly@asaproject.org.uk](mailto:lilly@asaproject.org.uk) and [liam@asaproject.org.uk](mailto:liam@asaproject.org.uk)

My name	
The date of my appeal hearing	
The time my appeal hearing starts	
My telephone number	
Any additional information	

Asylum Support Appeals Project, Studio 11/12, Container City Building,  
48 Trinity Buoy Wharf, London, E14 0FN

tel: 020 3716 0284 | fax: 020 3716 0272 | [www.asaproject.org.uk](http://www.asaproject.org.uk)

email: [lilly@asaproject.org.uk](mailto:lilly@asaproject.org.uk) | [liam@asaproject.org.uk](mailto:liam@asaproject.org.uk)

Company registered in England and Wales number 04763838 | Registered charity number 1105625

## DECLARATION

I would like the Asylum Support Appeals Project (ASAP) to represent me/me and my family in my asylum support appeal hearing. I give permission to ASAP to act on my/my family's behalf at the Asylum Support Tribunal and regarding my asylum support appeal.

I give permission for ASAP to access a copy of my/my family's appeal bundle from the Tribunal in advance of my hearing.

I understand that the ASAP may have to discuss the details of my/my family's case with other agencies in order to assist me and by signing this form I give permission to the Asylum Support Appeals Project to do this.

I also give my authority to any other person or organisation to release to ASAP any documents or information (including medical information) that ASAP may request in acting for me/my family in respect of my asylum support.

I understand that ASAP needs to store data about me/my family and might be requested to show my anonymised case-file to an external auditor for quality control purposes or use my/my family's anonymised case to improve policies on asylum support and I give my permission for this to take place.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please also tick the below if you agree – this is not necessary in order for us to represent you at the Tribunal but will help our work to improve policies on asylum support:

- I am happy for ASAP to contact me in future.
- I give permission for ASAP to share details about my/my family's case with the Home Office to try to improve policies and decision-making on asylum support.

Please note, you can withdraw your consent at any point – contact us on the address below if you would like to do this.

## GUIDANCE ON THE DECLARATION ASAP IS ASKING YOU TO SIGN

It is necessary for you to sign the declaration form in order for us to help you in your appeal today. By signing this form, you are giving us permission to look at your papers. We cannot help you without being able to read your papers first. Once we have read your papers and discussed your case with you, we will decide jointly with you whether it is in your best interests for us to represent you in the hearing or whether you should represent yourself.

We are also asking you to consider ticking the two boxes below your signature. You can do one of the following:-

- Tick neither box (if you do this, we will still help you today)
- Tick both boxes
- Tick just one box (the first or the second)

The reason we are asking you to tick the first box is so that we have permission to contact you in the future, should we wish to. We do not contact the majority of our clients. If we do so, it could be for:

- Feedback on our services or
- Information on how quickly you were given support after winning your appeal or
- Another reason

The reason we are asking you to tick the second box is so that we can improve what we do, and help more asylum seekers in the future.

We will **only** use the example of your appeal in our contact with the Home Office if we believe it will have no effect on your entitlement to current and future asylum support. We work with the Home Office to improve the quality of their decision-making, giving them examples where we know they wrongly refused someone support. This is to help all future asylum support applicants