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| **Do you need advice and help with your  Asylum Support Appeal?** |

Asylum Support Appeals Project (ASAP) gives **free legal advice and representation to asylum seekers in relation to their asylum support appeals.** This is called the ASAP Duty Scheme.

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

An ASAP advocate might be able to give you legal advice about your appeal, and/or represent you. If you are given an oral hearing, we may be able to represent you over the phone or via a video-link. If your appeal is being heard on the papers, we may be able to assist you by sending written arguments to the court on your behalf.

*Due to the restrictions in place because of COVID-19, we are assisting clients over the phone rather than face to face. Please follow the steps below and we will try our best to help you. We will contact you by phone and/or email in the week before your appeal. We may not be able to help everyone.* ***The sooner you complete and return this form to us, the more likely we are to be able to help.******We are much more likely to be able to help if we receive this referral at least several days before the hearing.***

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

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| If you want help from ASAP’s Duty Scheme and want ASAP to read your papers you need to:   1. Fill in the table below 2. Read and sign the declaration overleaf 3. Send this form to ASAP by email: [referrals@asaproject.org.uk](mailto:referrals@asaproject.org.uk) |

|  |  |
| --- | --- |
| My name |  |
| The date of my appeal hearing (if known) |  |
| The time my appeal hearing starts (if known) |  |
| My telephone number |  |
| My email address |  |
| Any additional information *If you need an interpreter, please tell us which language you require* |  |

**Please fill in pages 1 and 2 of this form.**

**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 before 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 see our website for versions of our authority form in other languages:

<http://www.asaproject.org/contact/referrals>

\*If you are unable to sign this form and return it to us we may be able to accept oral consent from you over the phone.