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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 our Duty Scheme and appealing, visit our website <https://www.asaproject.org/guides>

An ASAP advocate may be able to give you legal advice about your appeal, and/or represent you. We may be able to represent you over the phone, in person or via CVP (an online video link). If your appeal is being heard on the papers, we may be able to assist you by sending written arguments to the Tribunal on your behalf.

*Please follow the steps below and we will try our best to help you. We will contact you by phone and/or email before your appeal to tell you if we can help you or not. We are not able to help everyone.* ***Please complete and return this form to us as soon as you can.***

**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 on page 2 3. Send this form to ASAP by email: [referrals@asaproject.org.uk](mailto:referrals@asaproject.org.uk) |

|  |  |
| --- | --- |
| My name |  |
| The date and time of my appeal hearing (if known) |  |
| My telephone number |  |
| My email address |  |
| Are you appealing a decision to stop your section 4 support? | **YES**  **NO** |
| 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 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 ASAP 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.

I understand that ASAP may use anonymised information about my case in policy work to try to improve the situation for other destitute asylum seekers.

Signed:\*

Print Name:

Date:

\*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.