

Appendix 4 as set out below is an amendment to the Supplementary Memorandum of Understanding (SMoU): Biometric Residence Permit (BRP) / National Insurance Number (NINo) Alignment which covers the following:

- (1) Allocation – out of country process;
- (2) Resettlement Refugees process;
- (3) Verification – In country process.

This amendment will allow the Asylum Grant Refugee (in country) cohort to be included in this process as set out below:

The amendment will not replace any existing processes and provisions, and will take effect from the date the appendix is signed by all parties.

Appendix 4

4. Process and method of Asylum Grant Refugee (in country) NINo Allocation

4.1 Asylum Grant Refugees includes migrants granted leave to enter following a successful application for asylum in the UK and their dependants.

4.2 The NINo application decision making process will be undertaken by DWP NINo Operations.

Process for collating the required personal data on the Asylum Grant Refugee

4.3 All relevant personal data will be included on the Home Office Case Information Database (CID) using the biographic details obtained from the asylum application.

4.4 A Case Information Database (CID) data extract will be sent from the Home Office to DWP NINo Operations – the transfer will be facilitated by Home Office Managing Integrated Data Application Solutions (MIDAS).

4.5 The specific data set that will be extracted by MIDAS from CID is detailed in **Annex A** of this document.

NINo Application Process

4.6 Home Office will send DWP NINo Operations a data file containing personal details of refugees granted leave to enter following a successful application for asylum (as specified in Annex A) and DWP NINo Operations will make a decision on the NINo accordingly.

4.7 The data file will be named “NINoAsylumTraceAlloc_DDMMYYYY_[batch_num]” and will be sent in .CSV format to email account from

4.8 An output data file will be returned to the Home Office by DWP NINo Operations to email account which will include all data columns sent by the Home Office (as specified in Annex A) with the addition of the following data item:

- their NINo

4.9 It is anticipated that the exported data file from Home Office to DWP Operations will contain in the region of 109 cases a day (40,000 per year / 365) in total (any significant fluctuations in volumes will be discussed and agreed with DWP in advance).

4.10 The .CSV data file will be supplied to DWP Operations by 10.00 am on a daily basis.

4.11 DWP will normally return the results for the majority of straightforward cases within 48 hours of receipt to the Home Office, and within 5 days for the small number of cases that may require further enquiries following a partial trace.

Weekend Workflow Arrangements

4.12 The Home Office extract will continue to be sent on a daily basis from Monday to Friday. The Monday data file will contain the data transactions for Saturday and Sunday. In the region of 327 records will be sent in the Monday data file.

Partial Trace Process

4.13 In order for DWP to successfully establish if a NINo exists for the applicant through the NINo Decision making process the following three data sets must match a record on CIS to be a confirmed match:

- Name,
- Date of Birth,
- Address.

4.14 Where the first two elements (i.e. Name and Date of Birth) match what is held on DWP CIS records, but the 3rd element (i.e. the Address field) does not match what is held on CIS, this would be termed a 'Partial Trace' result.

4.15 A partial trace result is insufficiently conclusive to enable DWP NINo Operations to confirm that a NINo has been traced, therefore further manual trace action is required which allows the DWP NINo Operations to check its data directly against CRS. Designated staff at DWP NINo Operations will be granted read-only access to the Central Reference System (CRS) to enable DWP NINo Operations to carry out further manual trace action on cases where Home Office have returned a partial trace result.

4.16 Where the partial trace process against CRS records is successful, DWP NINo Operations will update the same CSV data file received.

4.17 Where the manual trace action against CRS does not trace an address that matches the address held on the DWP CIS system, DWP NINo Operations will

contact Asylum Operations in Glasgow by email to a designated Home Office inbox to carry out an address verification check with the applicant. Details of these applicants will be sent to Home Office on the .CSV input file received by NINo Operations.

4.18 DWP will provide Asylum Operations with the exact address that DWP hold on CIS for the applicant and the year that they believe the applicant was living at the address. Asylum Operations will then arrange to contact the applicant by email with a specific set of questions adapted to the individual to ensure that DWP can obtain the correct address information they require from the applicant.

4.19 Asylum Operations will not disclose the exact address provided by DWP NINo Operations to the applicant, but will ask the applicant if they have ever lived in the geographical area of the address that DWP hold on CIS records and the time period that DWP believe the applicant lived in the area. Depending on their response this will confirm if the applicant has ever lived at the address held on DWP CIS records.

4.20 Asylum Operations will contact the applicant by email giving the applicant 3 working days to respond. The email will also inform the applicant that a NINo will not be allocated and that a BRP will not be produced until they reply.

4.21 Once the applicant has responded, Asylum Operations will send the response from the nominated Asylum email account to the nominated DWP NINo Operations email account at

4.22 From the information provided by the applicant DWP NINo Operations will confirm if it's a 'trace' or 'no trace' case. If it's a 'trace' case the traced NINo will be entered on the .CSV output file for return to the HO. Where it's a 'no trace' case DWP NINo Operations will allocate a NINo for the applicant and enter it on the .CSV output file for return to the HO.

4.23 Where the Asylum Operations address verification process does not confirm a traced NINo, DWP will allocate a NINo to the applicant. DWP NINo Operations will update the next available excel output file with the allocated NINo against the record for the relevant applicant and return the following to the Home Office:
Actual NINo allocated for that record.

5. Signatories of Appendix 4

5.1 Signed on behalf of DWP

Name: Gail Adams

Title/Role: CFCD Transition Director

Signed:

Date:

5.2 Signed on behalf of Home Office

Name: Thomas Greig

Title/Role: Deputy Director for the Overseas Visa Operation, UK Visa and Immigration

Signed:

Date:

5.3: Signed on behalf of Home Office

Name: Simon Hayes

Title/Role: Director, Visas and Citizenship, UKVI Visas and Immigration

Signed:

Date:

This amendment will not replace existing processes and will take effect from the date the annex is signed by all parties.

Appendix 4, as set out below . This amendment is tis SMOU will now incorporate The provisions of the SMOU will remain, save for the amendment, and continue in full forth and, with effect from the date the amendment I theExcept as set forth in this amendment, the SMOU is unaffected and shall continue in accordance to the document.

as stipulated. This amendment will not replace existing processes and is to be included as an addition but is to be included as an addition. and to be included as an addition. will be an addition. will SMOU ; and now to include, (4) Asylum Grant Refugees process. .

Appendix 4, as set out below . This amendment is tis SMOU will now incorporate The provisions of the SMOU will remain, save for the amendment, and continue in full forth and, with effect from the date the amendment I theExcept as set forth in this amendment, the SMOU is unaffected and shall continue in accordance to the document.

as stipulated. This amendment will not replace existing processes and is to be included as an addition but is to be included as an addition. and to be included as an addition. will be an addition. will SMOU ; and now to include, (4) Asylum Grant Refugees process. .