Monthly/Ad-hoc request application form

The aim of applications made by Home Office (HO) is to establish if the Department for Education (DfE) hold information that may/ will support the Home Office/Absconder Tracing Team's (NATT) key objectives and commitment to upholding a duty of care for missing children and abuse of immigration control through the following five objectives:

- Re-establish contact with families the HO has lost contact with
- To protect the interests and safety of any child
- To reduce harm resulting from abuse of immigration control.
- Combat illegal migrant working and those that benefit from it.
- Create a hostile environment for those who seek to benefit from abuse of immigration control

A Memorandum of Understanding (MoU) that sets out the high level agreement between the HO and DfE has been agreed and put in place.

To be completed by Home Office

The following section should be completed by HO officials and sent to the NPD.Requests@education.gsi.gov.uk.

Details of individual making request: (Must be an individual with access to Key to Success)	**Name**	████████
	Telephone	██████
	E-mail	███████████
Type of request: (Monthly/Ad-hoc)	Monthly	
Number of individuals to match against DfE records:	██	
Reason for request: (required for ad-hoc requests only)	Not Required	
Password for encrypted file: (spreadsheet should be transferred via Key to Success in advance of this application being submitted)	████	
	Name	████████
	Telephone	██████
	E-mail	███████████
Additional information: (any information that might assist DfE when assessing this request)		

To be completed by Department for Education

The following section should be completed by DfE officials and sent to the nominated individual above (individual who will pick up DfE matched records):

Number of individuals provided to match against DfE records:	■
Number of individuals for whom a match was found by DfE:	■
Date of request:	23/06/2017 – 16:00
Date of completion:	27/06/2017
Turnaround time: (Working days)	2 days
Password for encrypted file: (spreadsheet should be transferred via Key to Success in advance of this application being returned)	■
Additional information: (any information that might assist HO)	