



UK Visas
& Immigration

Subject Access Request Unit

Standard Operating Procedures (SOPS)

How to process a Visa Application Form Request

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Introduction

As part of the information gathering process, checks should be performed to see if an applicant has made a Visa Application. This SOP explains the process

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How to check if there are any VAF records

Section 1:

Click Start, All Programs, Personal Applications, Open ICW Applications, and click I search. First use Source System Search complete with inputting - Home Office or Passport Number or Port Reference it will bring up your applicant with CRS beside. If none of these searches work, try Name, Nationality and Date of Birth.

Please see below: Person is [REDACTED] by the name it has CRS.

The screenshot displays the 'INTEGRITY SEARCH' application window. The top navigation bar includes 'Logout', 'Help', and 'Home Office'. Below the navigation bar, there are tabs for 'Search status', 'Legacy search', 'Source system search', and 'Sponsor search'. The 'Source system search' tab is active. The 'Personal details' section contains fields for 'Full name', 'Nationality', 'Gender' (with radio buttons for Any, Male, Female), 'Search type' (with radio buttons for Normal, Swap, Exact), and 'Date of birth'. There are also fields for 'Reference numbers (shortcut: Alt+R)', 'Address type', and 'Advanced search'. The 'References' section is visible on the right. The search results section shows '3 results found' and 'Page 1 of 1'. A table lists the results with columns for 'Score', 'System', 'Name', 'Date of birth', 'Nationality', 'Gender', 'Details', 'NASS', and 'Pass'. The first result has a score of 100, system 'CRS', and is highlighted with a mouse cursor. A large 'FILE COPY' watermark is overlaid on the right side of the image.

Score	System	Name	Date of birth	Nationality	Gender	Details	NASS	Pass
100	CRS	[REDACTED]	[REDACTED]	ID	M	[REDACTED]	[REDACTED]	[REDACTED]
100	CRS	[REDACTED]	[REDACTED]	ID	M	[REDACTED]	[REDACTED]	[REDACTED]
100	LC	[REDACTED]	[REDACTED]	ID	M	[REDACTED]	[REDACTED]	[REDACTED]

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To Identify Visa

Section 2: You click on your applicant's name this will open a new window. Click on references this brings up the Visa records with Passport number (see below).

2

The screenshot displays the 'INTEGRITY SEARCH' application window. The interface includes a top navigation bar with 'Logout', 'Help', and 'Home Office' links. Below this, there are tabs for 'Search status', 'Identify search', 'Source system search', and 'Source search'. The main content area is divided into several sections: 'Personal details' (Full name, Gender, Search type, Date of birth, Address), 'Addresses', 'References', 'Advanced search', 'Clear', 'Start again', and 'Search'. The 'References' section is highlighted, showing a list of references with columns for 'Reference type', 'Passport number', and 'VAF'. A large 'FILE COPY' watermark is overlaid on the center of the screen. A red arrow labeled '2' points to the 'References' tab, and another red arrow labeled '3' points to the 'Events' tab in the left sidebar.

Reference type	Passport number	VAF
QUAD	[REDACTED]	[REDACTED]
Passport number	[REDACTED]	[REDACTED]
VAF	[REDACTED]	[REDACTED]

Third: You will need to click on Events to see where the application was lodged.

See below: This was lodged at Mumbai (BHC).

INTEGRITY SEARCH Logout Help

Search status Identity search **Source system search** Sponsor search

Personal details **Addresses** **References**

Full name: Gender: ☐ Male ☐ Female Search type: ☐ Any ☒ Normal Date of birth: --

Nationality: Address: Address type:

[Advanced search](#) [Clear](#) [Start again](#) [Search](#)

3 results found **Details**

Summary	View	Details															
Summary Event details Addresses Events Case details	Name: Siddharth Sureshbabu Patel DOB: 20 Dec 1923 Madras IND Gender: M System: CBS	<table border="1"> <thead> <tr> <th>Event type</th> <th>Event outcome</th> <th>Event date</th> </tr> </thead> <tbody> <tr> <td>TEER - (GENERAL) STUDENT</td> <td>no</td> <td>18 Apr 2011</td> </tr> <tr> <td>ISSUED</td> <td>no</td> <td>09 Oct 2009</td> </tr> <tr> <td></td> <td>issued</td> <td>09 Oct 2009</td> </tr> <tr> <td></td> <td>no</td> <td>15 Sep 2008</td> </tr> </tbody> </table>	Event type	Event outcome	Event date	TEER - (GENERAL) STUDENT	no	18 Apr 2011	ISSUED	no	09 Oct 2009		issued	09 Oct 2009		no	15 Sep 2008
Event type	Event outcome	Event date															
TEER - (GENERAL) STUDENT	no	18 Apr 2011															
ISSUED	no	09 Oct 2009															
	issued	09 Oct 2009															
	no	15 Sep 2008															

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Complete VAF information

Section 3: Complete a proforma this can be located via the Shared Drive, Click on the following folders > [REDACTED]
[REDACTED]. Open the DPU Crib sheet and enter all fields.

See below:

Then send via email to [REDACTED]

FILE COPY

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DATE: 10/04/14

Subject Access Request

DPU

Subject's Name	
Date Of Birth	
Application(s) Lodged At:- BE- BHC - BCG	Lagos BDHC
VAF/ Post Ref.Number(s)	
Passport Number(s)	
Nationality	
Target Date	48 hrs

Please provide all the EC file information of this subject.

Requested by	Name of Requester
Return records to	SARU 17TH Floor, LUNAR HOUSE OR ELECTRONICALLY TO

PLEASE SEND THIS TO

Sections 4 Receipt of VAF

Whilst on link duties, check update table for printed VAFs and size permitting put in a plastic wallet on the left hand side. If there are too many VAFs attach to the SARU Folder. Update the Sabre record screen as 'received' and update the case working notes with '... VAF123456 received 01/01/01 and initials.

Annex A

Application Search Results

[Logout](#) | [Post Info](#) | [Edit Profile](#) | [Application Menu](#) | [Main Menu](#)

VAF	Post	Click to Enlarge	Name	DOB	Nationality	App Status
[REDACTED]	MUMBAI (BHC)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Issued

[Previous](#) [Next](#)

This will confirm the search results

REPORTING DATE IS WHERE THE VAF WAS RECEIVED BETWEEN 1998-01-01 AND 2015-12-31.

Your search has returned 1 records. Displaying 1 - 1

Time taken to return results: 0 seconds.

CRS contains personal data relating to visa applicants, their relations and sponsors and entry clearance staff. Use of this data is bound by the principles of the Data Protection Act 1998. UKvisas takes any misuse of personal data very seriously

[Logout](#) | [Post Info](#) | [Edit Profile](#) | [Application Menu](#) | [Main Menu](#)

Home Office

UK Border Agency Application Details - All Details

[Logout](#) | [Post Info](#) | [Edit Profile](#) | [Application Menu](#) | [Main Menu](#)

Main Details

Application Details

Post Name
VAF Number
Application Date
ID Card Number
Family Name
Other Names
Date of Birth
Sex
Passport No.
Nationality
Father's Name
Mother's Name

Status Details

Status Issued
Status Changed 01/12/2004
Alert Search Performed YES

References

Post VAF
Global ID
CPP Tracking ID
HO Ref

Payment

Type FEE PAID

Visa Details

EC Type D
Entry Type MULT
Endorsement FAMILY REUNION
Duration 1 YEAR
From 01/12/2004
Priority

Destination UNITED KINGDOM
Add Endorsement
Cat D Endorsement Indefinite leave to enter the UK
To 01/12/2005

Additional Info

Delivery In Person
Group Name
Spare

Officer Dealing
Surinder Singh Case NO

Event Details

VAF Number:

Post:

Date	Raised By	Type	Sub Type	Reason	Complexity	Notes
28/08/2003	ebeyene	Application Received			N/A	
01/12/2004	Rmoore	Issue of Visa			T4	
01/07/2010	stumay	Case Notes			N/A	

Sponsors Details

VAF Number:

Post:

There are no sponsor details for this application.

General Details

VAF Number:

Post:

Personal Details

Place of Birth
Occupation
Ministry
Funds

Local Address

Village
Tel No.

Visit Details

Length of Stay Requested
Purpose of Visit
Travel Date

Passport Details

Place of Issue
Date of Issue
Expiry Date

Visa Payment Details

Gratis Reason