UK Visas & Immigration

Subject Access Request Unit
Standard Operating Procedures (SOPS)
How to process a Visa Application Form Request

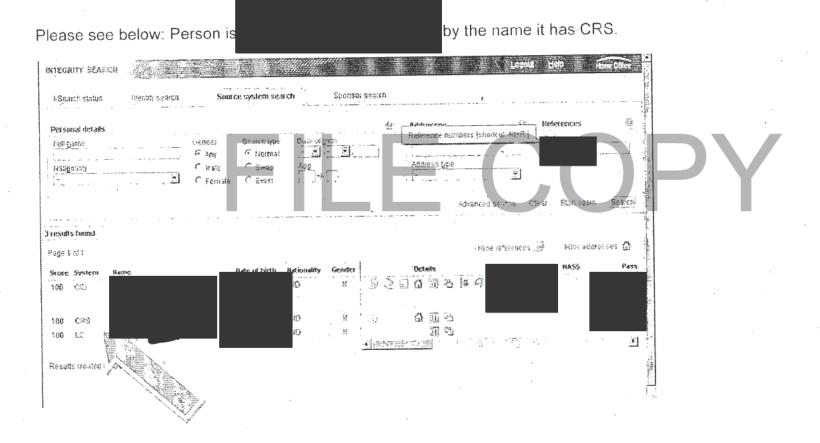| Standard Operating Procedure No.	0.1 Draft
Revision No:	
Original Date of Issue	26/11/2015
Revision Date:	████████
Author	████████
Approved by:	████████

Table of contents

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

How to check if there are any VAF records

Section 1:
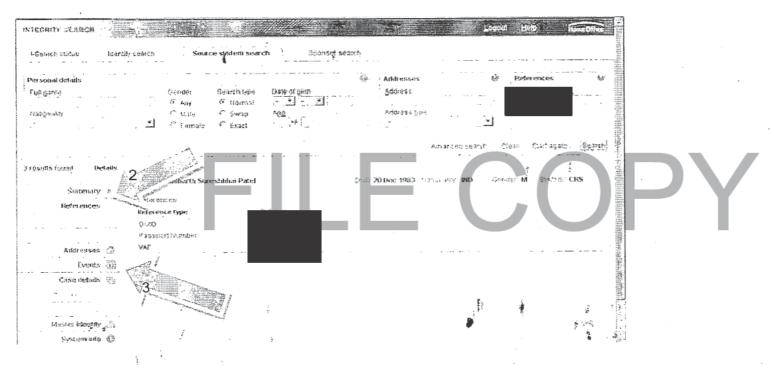Click Start, All Programs, Personal Applications, Open ICW Applications, and click I search. First use Source System Search complete with inputting - Home Office or Passport Number or Port Reference it will bring up your applicant with CRS beside. If none of these searches work, try Name, Nationality and Date of Birth.

Please see below: Person is ███████████████████ by the name it has CRS.

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

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

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

Complete VAF information

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

Then send via email to ███████████

Official

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
	MUMBAI (BHC)					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

Official

Home Office
UK Border Agency Application Details - All Details

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

EventDetails

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