



Home Office

UKVI
General Buildings
31 - 33 Newport Road
Cardiff
CF24 0AB

London
SE1

Port Ref

Tel

Date 13 March 2018

Dear Mr.

We have arranged an interview for you to discuss your claim for asylum, eligibility for Humanitarian Protection and human rights claim in the United Kingdom.

Please attend for interview

at **12:30pm**
on **Monday 26th March 2018**
place UK Visas & Immigration, General Buildings, 31-33 Newport Road, Cardiff, CF24 0AB

The interview will be conducted in **ENGLISH**, as agreed. You should bring any documents or other evidence which you want to submit. Any foreign language documents must be accompanied by English translations.

I enclose a map showing the location of the office. If you are prevented from attending the interview, you must contact us on the above telephone number at the top of this letter as soon as possible. Your interview will only be re-arranged if there is good reason for non-attendance (for example, illness or severe transport disruption). If you are too ill to attend, a certificate from your doctor must be provided within five working days from the date of your interview.

If for any reason you do not attend this interview and you have not told us before the interview or provided an explanation immediately afterwards, your asylum claim may be treated as withdrawn in accordance with paragraph 333C of the Immigration Rules.

Confidentiality

The information you provide is treated in confidence, and the details of your asylum claim will not be disclosed to the authorities of your own country. However, information may be disclosed to other UK government departments, agencies, local authorities, international organisations and other bodies where necessary for Home Office purposes or to enable them to carry out their lawful functions.

Your information will be shared with the National Health Service (NHS) in England, but this is only to help you access health services in the UK should you need to.

Security arrangements

Please show this letter to the duty officer on arrival. Entry into Home Office buildings is subject to security checks. This is to ensure everyone's safety and is standard procedure for all visitors. Any objects which may pose a hazard to our staff and other members of the public must not be brought into the building.

Presence of children

If you have children, we strongly recommend that you do not bring them into your interview, unless you have been specifically asked to do so. It could be distressing for a child to hear about your experiences, and that could make it difficult for you to be open about your reasons for seeking asylum.

Presence of legal representatives

If you are legally represented, your legal representative is welcome to attend, or your immigration adviser if qualified to do so. Please note that we will not delay your interview to wait for your legal representative to arrive.

Audio recording your interview

At the end of the interview, you will receive a copy of the interview record. In addition, you can ask in advance for your interview to be audio-recorded if:

- you are not legally represented or
- your legal representative is not eligible for legal aid to attend your interview.

Please call the number at the top of this page. You must give us **at least 24 hours** advance notice to ensure recording facilities are available.

Enquiries

We look forward to meeting you. If you have any enquiries about your interview or you do not understand this letter, please call the telephone number at the top of this letter. A copy has been sent to your legal representative, if there is one on record.

Yours sincerely,



Cardiff Asylum Admin & Workflow
UK Visas and Immigration

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