**In the [High Court of Justice,   
Family Division] / [Family Court]**

**sitting at [*Court name*] Case No: [*Case number*]**

**[The Child Abduction and Custody Act 1985] /**

**[The 1996 Hague Convention on Jurisdiction, Applicable Law, Recognition, Enforcement and Co-operation in Respect of Parental Responsibility and Measures for the Protection of Children]**

**[Council Regulation (EC) No. 2201/2003] /**

**[The Senior Courts Act 1981] /**

**[The Children Act 1989]**

**(delete or adapt as appropriate)**

**The child[ren]**

**[*Name of child*] [Girl] / [Boy] [*dob dd/mm/yy*]**

**[*Name of child*] [Girl] / [Boy] [*dob dd/mm/yy*]**

After consideration of the President’s Guidance of May 2018 on Communicating with UK Visas and Immigration (UKVI) in Family Proceedings and the Protocol of May 2018 between the President of the Family Division and the Home Office

**DISCLOSURE REQUEST MADE BY [*NAME OF JUDGE*] ON [*DATE*] SITTING IN PRIVATE**

**The parties**

1. The applicant is [*applicant name*], represented by [*barrister/solicitor name*] [instructed by [*solicitor name and firm name*] whose contact details are [*ref, phone number and email*]

The respondent is [*respondent name*], represented by [*barrister/solicitor name*] [instructed by [*solicitor name and firm name*] whose contact details are [*ref, phone number and email*]

**(specify any additional respondents)**

**(specify if any adult party acts by a litigation friend)**

**(specify if the children or any of them act by a children’s guardian)**

**Recitals**

1. An application has been made by [*applicant name*] / [*respondent name*] for an order for a disclosure request to the Secretary of State for the Home Department. The reason that such an order has been sought is [*specify*]*.*
2. This order was made at a hearing without notice to the [respondent] / [applicant]. The reason why the order was made without notice to the [respondent] / [applicant] was [*insert*].
3. The judge read the following affidavits/witness statements [*insert*].

**IT IS ORDERED THAT:**

1. The Secretary of State for the Home Department is requested to provide the following information (also detailed in the attached form EX660) to [the Family Division Lawyer, President’s Chambers, Royal Courts of Justice, Strand, London, WC2A 2LL (tel: 020 7947 7197, fax: 020 7947 7274)] /[*specify*] by 4.00pm on [*date*]:
   1. What is the current immigration status of [*applicant name*] and [*respondent name*]?
   2. Do [*applicant name*] and [*respondent name*] have any pending applications to the Secretary of State for the Home Department?

**(adapt as appropriate)**

1. The following documents may be disclosed to the Secretary of State for the Home Department: [*specify the relevant document(s)*].
2. Any information received from the Secretary of State for the Home Department may be disclosed to the parties.
3. Costs reserved.

Dated [*date*]

**Note to Judge:** The court must ensure that a Form EX660 is completed in full in accordance with the Protocol of May 2018, specifying all the questions which the court wishes to be answered by UKVI, the relevant division in the Home Office. The EX660 and the court order must contain sufficient information to enable UKVI to understand the nature of the case, to identify whether the case involves an adoption, and to identify whether the immigration issues raised relate to an asylum or a non-asylum application.

**Note to Court Staff:** Once the Form EX660 has been approved by the court a member of the court staff must utilise the information on the Form EX660 to complete the UKVI SVEC (Status Verification Enquiries & Checking) pro-forma in full, also in accordance with the Protocol of May 2018. The sealed court order, completed EX660 and SVEC pro-forma should be sent immediately by the court by email to [ICESSVECWorkflow@homeoffice.gsi.gov.uk](mailto:ICESSVECWorkflow@homeoffice.gsi.gov.uk) and, in the event that case progress enquiries are necessary, email communications may be directed to

[SVECManagement@homeoffice.gsi.gov.uk](mailto:SVECManagement@homeoffice.gsi.gov.uk)

**Court request for information to the Home Office**

|  |  |
| --- | --- |
| **Name of court** | |
| **Case no.** |  |
| **Serial no.** |  |
| **Date** |  |

UK Visas & Immigration (UKVI)

**Please note that information provided in this form**

**will be forwarded to the Home Office**

In the matter of the Act

In the matter of

**To the judge:** Each of the following fields must be completed to assist the Home Office find the relevant records. Once completed pass the form to your Court Clerk. The Court Clerk will then produce a separate order directed to the Home Office and using the information provided on this form, complete the Home Office application form SVEC.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Judge: | | | | | |
| Full name of each party, including relationship to child(ren) | Female/Male  (please tick) | Date of birth | Country of origin | Date arrived in UK: | All relevant Home Office reference no’s: |
|  | Female Male |  |  |  |  |
|  | Female Male |  |  |  |  |
|  | Female Male |  |  |  |  |
|  | Female Male |  |  |  |  |
|  | Female Male |  |  |  |  |
|  | Female Male |  |  |  |  |

continued overleaf

**EX660** Court request for information to the Home Office (04.18) © Crown copyright 2018

|  |  |  |
| --- | --- | --- |
| What questions would you like the UKVI to answer? |  | |
| Please provide a brief summary of case and any  other information which will be useful to the UKVI in dealing with the request e.g. any details relating to immigration:  (Please attach any documents, such as Case Summaries, in respect of which the Court has given leave to disclose to the Home Office). |  | |
| Has the court in the order given leave to disclose any supporting documentation to the Home Office? | | Yes No |
| Contact details of person from whom additional information can be sought: | |  |
| By what date is the information required?  (Please allow a minimum of 4 weeks from the date of sending to the Home Office Liaison Team) | |  |