



**Guidance Notes for 'Application for a bail address and support under section 4(1)(C) of the Immigration and Asylum Act 1999'**

**You should use this form if:**

- You are in detention under any provision in the Immigration Acts; **and**
- You wish to apply to the UK Border Agency for a bail address and section 4 support under section 4(1)c of the Immigration and Asylum Act 1999 ("1999 Act") for the purposes of a bail application to either the **Asylum Immigration Tribunal (AIT)** or a **UK Border Agency Chief Immigration Officer (CIO)**.

**Please read these notes before completing the form.**

1 **Surname** – you should give details of your surname (family name).

**Other names** – you should give all the other names you have used. This includes your first name, middle name, personal names and religious names.

**Names that you have previously used** - you should give details of any other names you have used, if they are different from the ones you have already given. This should include:

- your name when you were born (if different from the one you have already given)
- your maiden name (the name you used before you got married)
- any other names that you have used.

2 **Are you male or female?** – Please tick the box that corresponds to your answer.

3 **Date of Birth** – day/month/year – e.g. 16 February 1971 should be written 16/02/1971.

4 **Nationality** – please state your nationality.

5 **Reference Numbers** – please give details of all reference numbers that you have, where known. This will be (but not limited too) your Home Office reference, Port reference, Support reference (previously NASS reference), ARC (IFB) reference and National Insurance Number, etc.

6 **Please give your detention address** – please provide your current detention address.

7 **Contact telephone number** – please provide a contact number for yourself. If this is not your personal telephone number, then please provide the details of who the telephone number belongs to.

- 8 **Who is representing you for this application?** – Please submit details of any person who is representing you for this application. If your representative has filled in the form on your behalf then they must tick the corresponding box and sign the form at the end of the questions. Please leave blank if you are not represented.
- 9 **Please provide any additional information that may be relevant to your application** – please include any specific accommodation requirements including your language and any dialect, religion, medical requirements, dietary needs, any disabilities, family living nearby, any UK Border Agency reporting requirements (including dates, times, how often and location).

### **How long will an application take?**

We aim to make a decision within a reasonable time period after receipt of your application. Since the circumstances of each case are different we are unable to specify exactly the time it will take to make a decision on each case. We will keep you informed of the progress of your application.

### **How to make an application**

When you have completed the application form, you should send it to the UK Border Agency by one of the following methods:

Email: section4bail@homeoffice.gsi.gov.uk

Post: UK Border Agency  
Section 4 Bail Team  
14<sup>th</sup> Floor (Short Corridor)  
Lunar House, 40 Wellesley Road  
Croydon CR9 2BY

Fax Number: 020 8196 0106

You should keep a copy of any application that you send to the UK Border Agency for your own personal records.

### **What happens next?**

The UK Border Agency will inform you in writing of the outcome of your application.