

Aide Memoire for Interviewing Officers dealing with NSA non detained cases

For use at substantive asylum interviews

Complete file checks:

- Claimant has been fingerprinted
- Family details completed

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**Withdrawal & Voluntary Departure**

- Read statement before proceeding to interview

**“You may at any time withdraw your claim for asylum or your human rights claim. If you would like to withdraw your asylum or human rights claim and make a voluntary departure to your country of origin we will make the arrangements for you.**

**Do you wish to proceed or do you wish to make a voluntary withdrawal of your asylum claim and return to your country of origin?”**

- PROCEED WITH APPLICATION**

Continue with interview and where necessary complete re-documentation section.

- WITHDRAW APPLICATION**

- Complete withdrawal declaration

Where necessary complete re-documentation section

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**Re-documentation**

- Read statement to the claimant before asking for the re-documentation forms to be signed.

**“I am going to ask you to sign the forms that I have just filled in on your behalf, using the answers that you gave me in response to my questions. The forms I have filled out and the answers you have given are only for the purpose of obtaining replacement travel documentation for future use if necessary. You are only signing to confirm the details on the form. These answers will not be used in considering the basis of your asylum application. Nothing you have said in your answers to me will affect your application for asylum.”**

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**Substantive interview**

- Continue with substantive interview

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