

## REPRINTS OF WORK PERMITS AND LETTERS OF PERMISSION

Employers or their representatives may request reprints of work permits and letters of permission only in the circumstance listed below. All requests for reprints should be made in writing

Reprints issued less than six months ago:

- to correct errors such as spelling mistakes or incorrect details such as mistyped passport numbers or dates of birth.
- if the original work permit is lost in transit.

Reprints issued over six months ago:

- When there has been a delay in obtaining entry clearance – requests for reprints should be refused unless entry clearance was delayed by the British Diplomatic Post overseas e.g. due to backlogs
- The persons entry clearance application was initially refused, but has been granted on appeal.

All reprints are free of charge. If the application for a reprint does not qualify on one of these grounds the employer must make a fresh application

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- [A reprint is requested because the permit is more than six months old and has not been used](#)
- [Delays in obtaining entry clearance](#)
- [Delays arising from overseas nationals' appeal against Entry Clearance Officers' decisions not to grant leave to enter the UK](#)
- [A reprint is requested to correct a spelling mistake or mistype](#)
- [A reprint is requested to change a detail on the permit or letter of permission that was central to the consideration of the application and the change is due to the employer's or representative's error or omission](#)
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- [A reprint is requested more than 6 months after the date of the Appeals and Immigration Tribunal \(AIT\) appeal determination letter](#)

**A reprint is requested because the permit is more than six months old and has not been used** - The only grounds for reprinting a work permit in such circumstances are:

- delays in obtaining entry clearance; and/or
- delays arising from overseas nationals' appeals against an Entry Clearance Officers' refusal to grant leave to enter the UK.

Employers, or their representative, must show that the delay has occurred due to one or both of the above reasons. Caseworkers should seek details and evidence of the delays from the employer, or their representative, in both circumstances.

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**Delays in obtaining entry clearance** - Where delays arise from obtaining entry clearance, employers, or their representative, should provide evidence such as a copy of the notice from the visa section advising of the entry clearance interview date. Requests for reprints in such circumstances should be made no later than one month after the date of the interview. Caseworkers should also ask the employer for confirmation that the person is still required to fill the original vacancy. If doubts arise regarding the genuineness of the evidence provided then further checks should be carried out. Caseworkers can request a pre-issue compliance check to be carried out.

**Delays arising from overseas nationals' appeals against Entry Clearance Officers' decisions not to grant leave to enter the UK.** In the case of a successful appeal against an entry clearance refusal, permits are reprinted only to employ the overseas national in the same vacancy for which the original permit was sought. Evidence of the successful appeal must be provided before the permit is reprinted - caseworkers should ask the employer for a copy of the Asylum and Immigration Tribunal (AIT) determination letter and decision. If doubts arise regarding the genuineness of the evidence provided then further checks should be carried out. Case workers can request a pre-issue compliance check to be carried

Whilst waiting for the results of the appeal, the employer may have applied for another work permit for the overseas national or submitted an application for a different overseas national to fill the post on offer. (If a work permit was approved for a different person to fill the same vacancy, before approving a reprint request we should check that this second person is no longer employed by them.) Irrespective of what may have occurred in the intervening period (even if both scenarios resulted in work permit refusals), caseworkers may approve the reprint request providing evidence is obtained about the successful appeal **and** that the person is still required to fill the same vacancy. The employer must state in their reprint request that the original job remains open, a genuine vacancy still exists and that the terms and conditions of employment remain the same as those on the original application.

The request should normally be made within six months of the date of the AIT appeal determination letter. Caseworkers should complete a Comp1 form and fully explain the reason for the reprint.

Caseworkers should note, however, that if the permit was issued for a short period, for example, for three months, they should consult with their Higher Executive Officer (HEO) to determine whether to request a fresh application and refuse to issue a reprint.

Caseworkers should make sure that the request for a reprint has been made by the original employer. Where a representative, who was not involved with the initial application, has made a request for a reprint, the original employer should be contacted directly to confirm that this request is genuine.

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**A reprint is requested to correct a spelling mistake or mistype** – Such a request must be accompanied by the original work permit or letter of permission and must be made within one month of the employer receiving the original. Caseworkers should complete a Comp1 form, and fully record the reason for the reprint. Where the reprint request is received more than one month after the original was received, or the original work permit is not supplied, the request should be refused. The employers should be advised to make a fresh application with the required fee. **Note:** Caseworkers should ensure that the date of issue on reprinted letters of permission has been changed to the date the letter was originally issued.

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**A reprint is requested to change a detail on the permit or letter of permission that was central to the consideration of the application, and the change is due to the employer's or representative's error or omission** - – Such requests should be refused and a new application requested, as these changes would have affected the decision on the original application. For example, if the length of permit requested was wrong; or the job title differs from that on the application; or the address that the person is working at; or the salary offered differs from that stated in the original application, a reprint is not appropriate and a new application should be requested.

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**A reprint is requested because the permit or letter of permission is lost but has not been used** – Caseworkers should complete a Comp1 form to fully record the reason for the reprint. The employer should be advised that if the original permit is subsequently found, it should be returned, as the reprinted permit supersedes it.

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**A reprint is requested because a work permit is lost but it has already been used to enter the UK** – Caseworkers should not re-issue a work permit. The work permit is an entry document and will not be required once the person has gained entry into the UK, and the appropriate passport endorsement. Instead the caseworker should create an L701 – work permit certificate and fully record why this is to be issued in the worker comments. The employer or rep should be advised to inform the person that the

certificate should be kept with the passport for future travel. A Comp 1 should be completed in all such cases.

If a caseworker receives any allegations that suggest that there has been improper use of the work permit they should consult the Intelligence Team Duty Officer on 0114 279 3473 before proceeding. Unless advised to the contrary by line managers, in these circumstances, the request for a reprint should be refused.

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**A reprint is requested for a Bulgarian or Romanian national** – If we issued a work permit for a Bulgarian or Romanian national within the six months prior to the request for a reprint, caseworkers should create an L701 – work permit certificate and fully record why this is to be issued in the worker comments. If we issued a letter of permission for a Bulgarian or Romanian national within the six months prior to the reprint request, caseworkers should create letter L770. A Comp 1 should be completed in all such cases.

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**A second or third reprint of the same work permit or letter of permission is requested** – These requests should be treated with caution, especially repeated requests that are due to errors on the part of the employer, their representative or the overseas national, or in instances where the reprinted permit has been lost. Caseworkers should ensure that previously issued permits have been returned, where possible, and that their HEO is content for another permit to be reprinted. It may be appropriate to refuse a further reprint and request a fresh application. Where the HEO approves a reprint request, however, caseworkers should complete a Comp1 form and fully explain the reason for the reprint.

Where repeated errors are made by an employer or representative relating to the personal details of overseas nationals, a caseworker may, with HEO approval, ask for copies of passports to accompany future work permit applications from that employer or representative

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**A reprint is requested more than 6 months after the date of the Appeals and Immigration Tribunal (AIT) appeal determination letter** – These requests should only be considered when a satisfactory reason for the delay can be demonstrated

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