Referral

For UK Butterflies to assist you with your EU Settlement scheme application we need to ask you a few questions before we proceed:

Date of referral:

**CLIENT DETAILS**

Name

Address

Phone

DOB

F/M

Nationality

Language spoken/ Do you need an interpreter

Length of time living in the UK

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Are you an EU, EEA or Swiss citizen? |  |  |
| Do you have a valid biometric or biometric ID document? |  |  |
| Do you have any criminal convictions in the UK or abroad? |  |  |
| Do you have a national insurance number? SH373822C |  |  |
| Do you have an email address? |  |  |
| Do you have access to an Android NFC enabled phone? |  |  |
| Are you a non-UK non-EU family member of an EU/EEA or Swiss citizen? |  |  |
| Do you have a previous deportation or exclusion order? |  |  |
| Did you arrive in the UK before 1988 or prior to your country joining the EU? |  |  |
| Do you have children that may need to apply? |  |  |

**If you have convictions or a deportation order, pls can you give some details below. This will help us determine whether you may need to be referred to a level 2 adviser.**

**REFERREE DETAILS**

Name

Organisation

Position

Email/ contact

Basic Info

UK Butterflies advisers are only able to assist with **straight forward** Settlement Scheme applications. If your case is more complex, you would be given information of other organisations that can assist you. We also have a referral pathway with local organisations. We are not responsible for the outcome of your application as it would be based on the information and documentation you have provided to our adviser. Please note our service is free as we are funded by Bradford Council.

**Permission to store and process your data**

To help with your application we may need to record details of your case in compliance with the GDPR.

To comply with the Data Protection Act (GDPR), we must ask for your permission to store and process your personal and sensitive data for this purpose.

**Permission to share data**

Your privacy is important to us. We will sometimes need to share yourinformation with our partners so that we can help resolve any issues that you have. We may also share information about issues within our office. We might share your **anonymised** data with our partners to monitor and improve our service.

I give our consent to UK Butterflies recording sensitive personal information about me.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For the use of the Adviser**

Vulnerability (if any)

Brief Description of the case

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Outcome of assistance if known

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Adviser’s name: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: ­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Comments

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