



Preliminary Information Meeting (PIM)

	Date of PIM		Start Time	
Introduction	Yes <input type="checkbox"/>			
Home Office Interpreter number:		Language		
Confirm understanding:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If unable to understand – suspend meeting.</i>	
Home Office Reference or UAN Number:				
Confirm identity of child:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If unable to confirm – suspend meeting.</i>	
Identity of Responsible Adult confirmed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Relationship to child:				
Legal Representative details present:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name if present:	

EXPLANATION OF PROCEDURES

During this meeting I am going to ask you some questions about your identity, family, background, travel history, as well as your reasons for claiming asylum. It is very important you do not hold back any information as it could be important to help us make a decision on your claim.

The information you give me will be treated in confidence, and the details of your claim for asylum will not be shared with to the authorities of your own country. However, information may be shared with other UK government departments, agencies, local authorities, international organisations and other countries where necessary.

If you want a break at any point in the meeting or if you are hungry, thirsty or in physical discomfort, please let me know.

Are you happy to proceed with the meeting? Yes No

Additional comments (if required):

PIM is being conducted via video conferencing

If at any point you struggle to see or hear me or the interpreter, please let me know. The video conference is private and secure and no one else can hear what we discuss. During this meeting I may ask you questions about things which might be difficult to talk about. It is important that you answer with as much detail as you can, but we can take breaks if you need to.

Can you confirm that no one can overhear you, and that there is no one else in the room apart from your responsible adult/legal representative?

Yes No

If child answers no, you will need to confirm the identity of all people present and establish if the meeting is able to continue.

PIM is being conducted face to face

During this meeting I may ask you questions about things which might be difficult to talk about. It is important that you answer with as much detail as you can, but we can take breaks if you need to.

Statement to the responsible adult

I would remind the responsible adult that they are not present to answer questions on behalf of the child but may intervene if it is clear to them that the child is becoming distressed or tired and a break is required.

Statement to Home Office Interpreter (if present)

You must interpret everything that is said, without changing what I or the claimant says. You must tell me if you have any difficulty understanding or interpreting anything. You must tell me immediately if the claimant starts to speak in another language or dialect.

Statement to Legal Representative (if present)

Please do not intervene during the course of the meeting unless it is necessary to avoid a significant misunderstanding. If you wish to make any comments you will have the opportunity to do so at the end of the meeting.

Home Office colleague (if present)

This is my colleague [name] who is here to observe the meeting. They will take no part in the meeting.

UNHCR (if present)

I am accompanied today by a representative from the United Nations High Commissioner for Refugees. They are here to observe the meeting process and will take no part in the meeting.

1. PERSONAL DETAILS			
1a)	First Name(s):		1b) Surname:
1c)	Any other names used:		
1d)	Date of Birth:	1e)	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
1f)	Nationality:		
1g)	Do you have any legal right to live in any country other than your home country? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, fully explore below</i>		
Country	How was this acquired?	Date acquired?	

Only complete if the claimant is an Accompanied Asylum Seeking Child (AASC)			
<i>Ask the child for the details of any adults in the household who live with them and list below</i>			
First name	Surname	Date of Birth	Relationship to the child

2. DOCUMENTS	
<input type="checkbox"/>	Do you have any documents that you would like me to consider as part of your claim? Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of Document	Relevance

3. HEALTH & SAFEGUARDING

If the child indicates they are unwell, you must ask additional questions to gain an understanding of the nature of the illness and then proceed to make a decision on whether the child is both well enough and alert enough to continue the meeting.

3a)	Do you have any physical or mental health conditions?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If no, proceed to 3e</i>
3b)	What are these conditions?	
<i>Details:</i>		
3c)	Are you currently taking any medication?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3d)	What are these medications? If you need to take these during the meeting, let me know. Please also let me know if they will have any impact on you during your meeting.	
<i>Details:</i>		
3e)	Do you currently feel safe in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If no, fully explore reasons for this below</i>
<i>Additional questions:</i>		

4. DETAILS OF YOUR FAMILY MEMBERS

I am going to now ask you questions about your family and if you would like the Home Office to try to contact them.

If you have a fear of your family, we still need to gather this information, however we will not contact them.

4a)	<p>Can you please provide me with the details of your immediate family members, these can include your parents and siblings, followed by any family members who have cared for you or acted like a parent and their last known whereabouts.</p> <p><i>Complete details provided in table below</i></p>					
Relationship to child	First name(s)	Surname	Date of Birth or age	Nationality	Last known address (If known)	Lived with prior to departure?
Father						
Mother						

5. FAMILY TRACING

5a)	Are you currently in contact with any members of your family? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please provide details below</i>	
Who are you in contact with	How often is your contact	When did you last have contact
5b)	Are you afraid of any members of your family whose details you have given to me? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, please provide details</i>		
5c)	Were you ever mistreated by any of your family members before your departure? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, please provide details</i>		
5d)	Do you have any concerns about the safety of any members of your family if we were to trace your family? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, please provide details</i>		
5e)	Do you want the Home Office to try to trace your family so you can be in contact with them? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Assessment of the appropriateness of Family Tracing

Based on the claimant's circumstances could family tracing be appropriate? Yes No

If yes ask 5f, if no move to section 6

5f) **Can you provide me with details so that any of the family you have spoken about can be contacted?** Yes No

Name	What are their contact details (e.g. telephone numbers, email/postal addresses etc)

6. SECURITY QUESTIONS

I am going to ask you some security questions, please don't worry, these are questions that we ask every person claiming asylum.

6a)	<p>Do you know the meaning of the word terrorism?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes - move on to next question</i></p> <p><i>If no –move to 6a(i))</i></p>
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6a (i))	<p>1 – Provide the legal version to the responsible adult and child together, addressing points in turn with reference to: <u>Terrorism The Crown Prosecution Service (cps.gov.uk)</u>.</p> <p>2 – Re-ask the child if they now understand what terrorism is.</p> <p>Does the child understand the meaning of the term terrorism? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>3 – If no, ask if the responsible adult will be able to help explain it to the child</p> <p>4 - Re-ask the child if they now understand what terrorism is.</p> <p>Does the child understand the meaning of the term terrorism? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>5 – If no, advise that the responsible adult should seek legal advice for the definition – continue with PIM however the case will not be suitable for a decision until a response is provided.</p>
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6b)	<p>Have you ever committed or been forced to commit any terrorist activities in your country of origin?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes ask below questions, if no move on to 6c</i></p>
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Tell us what you did?	
When did you carry out these activities?	
Did anything happen as a result of this?	
<i>question further if required.</i>	

6c)	<p>Have you ever been detained as a suspected terrorist or enemy fighter, whether charged or not?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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If yes, please provide full details

6d)

Are you aware if any of your family members have committed or been forced to commit any terrorist activities?

Yes No

If yes, please provide full details

6e)

Do you know the meaning of committing an offence?

Yes No

Definition of committing an offence – an act that is forbidden as it is against the laws of a specific country.

Re-ask the child if they now understand what committing an offence is.

Does the child now understand what committing an offence means?

Yes No

6f)

Do you know what an arrest warrant is?

Yes No

Definition of an Arrest Warrant – a document that states that law enforcement can arrest you or seize your property

Re-ask the child if they now understand what an arrest warrant is.

Does the child now understand what an arrest warrant is?

Yes No

6g)

Have you ever been arrested, charged with or convicted of an offence in any country?

Yes No

If yes, please provide full details below

Date

Country

Offence

Specify- eg, Charged, Sentenced, convicted

6h)

Are you subject to an arrest warrant or wanted by any law enforcement authority for an offence in any country?

Yes No

If yes, please provide full details below

Date	Country	Offence

6i) **Have you ever been involved in or suspected of having any links to any groups/organisation that opposes the government of the day in the country you have had to flee from violent or otherwise? Including whether other members of your family were involved**

Yes No

If yes, which group and what was your involvement/suspected involvement?

6j) **Have you or any member of your family ever been opposed to a government, or undertaken any activities such as attended marches or demonstrations against a government?**

Yes No

If yes, please provide full details

6k) **Have you or any member of your family ever engaged in violent opposition to a government?**

Yes No

If yes, please provide full details

6l) **Have you ever said or written anything or been forced to write or say anything which:**

- **Praises or justifies terrorism**
- **Tries to make others commit terrorist or serious criminal acts**
- **Encourages hatred between communities or promotes hate crimes**

This may include anything posted or written online

Yes No

<i>If yes, please provide full details</i>		
6m)	<p>Have you ever worked or been forced to work for any of the following organisations (state or non-state):</p> <ul style="list-style-type: none"> • Armed forces • Government or Government related groups • Judiciary • Media • Security (including police and private security companies) <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide full details</i></p>	
Name of organisation	Position/rank	Dates worked

7. NATIONALITY (if established move to section 8)

I am now going to ask you some questions about your home area and country in order to establish your nationality.

7a)	When did you leave your home country? (The country you fear returning to)
<i>Response</i>	

ESTABLISH NATIONALITY

	Question	Answer
1.		
2.		
3.		
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15.		

8. PROTECTION CLAIM

I am now going to ask you specific questions regarding what you fear would happen to you if you were to return to your home country (the country you fear returning to).

COUNTRIES WHERE YOU FEAR HARM

I will start by asking you about what you fear if you were to return. We will talk about the specific details in the next section. These questions might be difficult for you, so please let me know if you need to take a break at any point.

8a)	Which countries do you fear harm in?
<i>Response</i>	
8b)	Who do you fear may harm you?
<i>Response</i>	
8c)	What do you fear they may do to you?
<i>Response</i>	
8d)	Why do you think they want to do this to you?
<i>Response</i>	

MATERIAL FACTS

I will now ask you about the details of your fear.

ESTABLISH MATERIAL FACT

	Question	Answer
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9. IMMIGRATION HISTORY

I am now going to ask you about your journey to the UK.

9a) **Which countries did you travel through on your way to the UK?**

Response

Additional questions

9b) **Were you fingerprinted or did you make an asylum claim in any of these countries?**
 Yes No
If yes ask 9c, if no ask 9d

9c) **Please complete the below details**

Country	Fingerprinted or claimed asylum	Date	If asylum claimed, what was the outcome	Were you given any documents by the authorities

9d) **Is there any reason you did not try to claim asylum in any of these countries?**

Response

Additional questions

10. CONCLUDING STATEMENTS

10a)	Have you understood all the questions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Response</i>		
10b)	Is there anything you would like to add or clarify?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Response</i>		
10c)	Are you still feeling fit and well?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Response</i>		

11. FINAL SECTION

11a)	Responsible adult comments?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Response</i>		
11b)	Any other comments from other attendees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Response</i>		

Next steps

Thank you for the information that you have shared with me today. I will review your case to see if a decision can be made based upon what you have told me. If we need further information, we will contact you and tell you what you need to do next.

11. DECLARATION

I [Home Office employee name] confirm that I have recorded verbatim the questions that I have asked the claimant and to the best of my ability recorded verbatim his/her answers as interpreted by the HO interpreter (where applicable) and that I have recorded the pertinent details of events/incidents which occurred during the course of the meeting, including documents presented by the claimant for consideration.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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End time	
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