



Home Office

Application for permission to work PTW1

Use this form to apply for permission to work whilst you are waiting to find out if you will be given protection status.

You may be able to apply for permission to work if:

- your asylum claim has been outstanding for more than 12 months and you were not responsible for any delay in us making a decision on your application
- your asylum application was refused - you can ask for permission to work if you have sent us more asylum-based pieces of evidence (further submissions), you have been waiting more than 12 months for a decision, and you were not responsible for any delay in us making a decision on your case:

www.gov.uk/government/publications/working-whilst-an-asylum-claim-is-considered/working-in-the-uk-whilst-an-asylum-case-is-considered

Send the completed form to:

**Permission to Work Team
Level 0
Capital Building
Old Hall Street
Liverpool
L3 9PP**

Alternatively, you can email your completed form to:

AsylumPTW@homeoffice.gov.uk for asylum claims

Or

FurtherSubmissionsPTW@homeoffice.gov.uk for further submissions.

The Home Office will use the personal information you provide to consider your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the Privacy Notice for the Border, Immigration and Citizenship system at: www.gov.uk/government/publications/personal-information-use-in-borders-immigration-and-citizenship. This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

Section 1: Personal details

1.1 Name:

(enter your name, as shown in your current passport or travel document if you have one)

Title (select): ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr

Family name:

Given name or names:

In addition to the names already provided, are you now or have you ever been known by another name?

You must provide all the names you are, or have been, known by. For example, if you changed your name after marriage, have a different name that you use for professional purposes or use an alias (another name you use or are known by). If you need to include more other names you have been known by, copy this section and once completed include it with your application.

☐ Yes

☐ No

Other name:

Title (select): ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr

Other family name:

Other given name or names:

1.2 Enter your date of birth:

(enter date in the format dd mm yyyy)

Day Month Year

1.3 Your nationality:

1.4 Gender:

☐ Male

☐ Female

☐ Other

If you have selected 'other', provide further details about your gender identity:

1.5 Marital status:

- ☐ Married
- ☐ Single
- ☐ Divorced
- ☐ Civil partnership
- ☐ Separated
- ☐ Widowed
- ☐ Partner
- ☐ Same sex partner
- ☐ Dissolved partnership
- ☐ Surviving civil partner

1.6 Provide your address:

Property number:

Street name:

Town/city:

County:

UK postcode:

1.7 Your email address:

1.8 Tell us any reference numbers which may help us to identify you, for example, unique application number (UAN), Home Office reference or Port reference.

1.9 Do you currently have permission to stay in the UK?

- ☐ Yes
- ☐ No

If you ticked the 'yes' box above, tell us what type of permission you have:

1.10 Enter the date the visa is or was valid to?

(enter the date in the format dd mm yyyy)

Day Month Year

--	--	--

1.11 I am applying for permission to work based on the following (select one option):

- ☐ My claim for asylum has been outstanding for more than 12 months and I was not responsible for any delay in the Home Office making a decision on my application.

- ☐ My asylum application was refused - I would like to ask for permission to work because I have sent the Home Office more asylum-based pieces of evidence (further submissions) which are more than 12 months old and I was not responsible for any delay in the Home Office making a decision on my application.

Identification

1.12 Provide your Application Residence Card (ARC) or Immigration Bail letter.

- ☐ I am applying by post and will send a copy of my Application Residence Card (ARC) or Immigration Bail letter along with my completed application form. Now go to section 2.
- ☐ I am applying by email and I have uploaded a copy of my ARC or Immigration Bail letter in the space below. Now go to section 2.
- ☐ I cannot provide my ARC or Immigration Bail letter (if you cannot provide this identification, go to question 1.13)

If you are applying by email, upload your ARC or Immigration Bail letter here (image files .jpg.gif.png.tif):

1.13 If you have told us that you cannot provide your Application Residence Card (ARC) or Immigration Bail letter, answer at least one of the following questions (if you have provided your ARC or Immigration Bail letter you do not need to complete questions 1.13(a) to 1.13(d) - go to section 2):

1.13(a) Enter the date you originally claimed asylum:

(enter the date in the format dd mm yyyy)

Day Month Year

--	--	--

1.13(b) Enter the date you originally lodged further submissions:

(enter the date in the format dd mm yyyy)

Day Month Year

--	--	--

1.13(c) Enter the date you became Appeal Rights Exhausted (ARE) following your asylum claim:

(enter the date in the format dd mm yyyy)

Day Month Year

--	--	--

☐ Not applicable

1.13(d) Provide your previous home address:

(If you have lived elsewhere since you originally lodged a protection claim in the UK, please provide your most recent previous home address)

Property number:

--

Street name:

--

Town/city:

--

County:

--

UK postcode:

--

Section 2: Immigration adviser

2.1 Do you have an immigration adviser?

- ☐ Yes - provide the details below
- ☐ No - if you do not have an immigration adviser, go to section 3.

2.2 Name of the immigration adviser's organisation:

2.3 Name of immigration adviser:

Title (select): ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr

Name of immigration adviser:

2.4 Enter the contact telephone number of your immigration adviser:

2.5 Enter the email address of your immigration adviser:

2.6 Address of your immigration adviser's organisation:

Property number:

Street name:

Town/city:

County:

UK postcode:

Section 3: Supporting evidence

3.1 Do you have any evidence to support your application for permission to work?

For further information on the evidence you can provide, please see GOV.UK:

[Working in the UK while an asylum case is considered](https://www.gov.uk/government/publications/working-while-an-asylum-claim-is-considered/working-in-the-uk-while-an-asylum-case-is-considered) (www.gov.uk/government/publications/working-while-an-asylum-claim-is-considered/working-in-the-uk-while-an-asylum-case-is-considered).

- ☐ Yes - if you are applying by post, send your supporting evidence with your completed application or if you are applying by email, attach your supporting evidence to your email with your completed application
- ☐ No - now go to section 4

3.2 Is there anything else you would like to tell us about your application for permission to work?

Supporting evidence checklist

Use the space below to enter a list of all the supporting evidence you are providing with your application. Ensure that all the supporting evidence you are providing is listed.

Document

Section 4: Additional information

This information will not affect the outcome of your application for permission to work in the UK.

4.1 What employment will you apply for if you are granted permission to work?

For a list of occupations see the Home Office website: www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-immigration-salary-list. If you do not know what employment you will apply for, enter 'unknown'.

4.2 What is the highest level of education you have?

For a list of qualifications and what qualification levels mean see the Home Office website: www.gov.uk/what-different-qualification-levels-mean. If you do not know what your highest level of education is, enter 'unknown'.

4.3 Have you passed an English language test in speaking and listening at a minimum of level A1 of the Common European Framework of Reference for Languages (for further information see www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions)?

☐ Yes

☐ No

4.4 What other languages do you know?

Section 5: Home Office financial support

If you are receiving any Home Office support, such as housing or financial support, you must provide details of your employment when you start work so that a review of your Home Office support can be carried out. If you do not do this, your Home Office support may be terminated.

Any earnings you receive from your employment may reduce or remove your entitlement to Home Office support. Any changes to the level of entitlement to Home Office support will take effect from the date that your first wage is received. This could mean that the Home Office will ask you to repay any overpaid Home Office support if you continued to receive it whilst receiving earnings from employment.

To make a change of circumstances request to your asylum support, you can contact Migrant Help UK on 0808 801 0503, Monday to Friday, 8am to 8pm (24-hour service for emergencies), at: www.migranthehelpuk.org/ or email CoC@migranthehelpuk.org with the application form.

An assessment on eligibility for asylum support will then take place. Please see www.gov.uk/government/collections/asylum-support-asylum-instructions for further information.

Migrant Help cannot advise on queries relating to your permission to work.

Section 6: Next steps

Send the completed form by post to:

Permission to Work Team
Level 0
Capital Building
Old Hall Street
Liverpool
L3 9PP

Alternatively, you can send the completed form by email.

Save a copy of your completed form, attach it to an email with your supporting evidence and send it to one of the email addresses below:

AsylumPTW@homeoffice.gov.uk for asylum claims

Or

FurthersubmissionsPTW@homeoffice.gov.uk for further submissions.