



HM Courts &  
Tribunals Service

Mr and Mrs Morris  
105 High Street  
London  
SE18 511

Monday 7 November 2022

Dear Mr and Mrs Morris,

Case number: 9344-6223-9535-00990  
Child's name: Jane Austen

A request has been made for you to provide further information.

### **What you need to do**

You need to provide two photocopies of each of the following documents, if available, for each applicant:

- photo page of the passport of each applicant
- any Visa, if applicable
- any page showing date of entry stamp by Immigration on the passport, if applicable
- a driving licence with the photo of each applicant

You also need to answer the following query:

- What date did you tell the court your intention to adopt?

You can upload your response by [signing into your account](#) or replying to the below PO Box address.

PO BOX  
12345

You need to respond to this request for further information by Monday 5 December 2022. Please let us know as soon as possible if you cannot respond by this date.

Yours sincerely.

HM Courts and Tribunals Service