



HM Prison &
Probation Service

URGENT LICENCE RECALL NOTIFICATION

You have been nominated as your Force's single point of contact in relation to the attached Licence Revocation Order and Recall Notification.

This information has been simultaneously sent to the Metropolitan Police PNCB – Referencing & Vetting Services who will ensure the subject is circulated as wanted on PNC.

Note: You do not have to wait for circulation before arrest as the attached revocation order contains the legal powers required although it is advisable to check PNC before taking action.

Please ensure that your local recall process is followed. You will remain responsible for co-ordinating Police efforts to arrest the subject, even if it is believed that they may now be residing out of your Force area. Any specific enquiries about your own local arrangements should be directed to your Force Recall Liaison Officer.

As a reminder the target time for arrest in the case of standard recalls is 96hrs from the receipt of this notice. For an emergency recall it is reduced to 48hrs.

Upon arrest, you should arrange for a 'detained' marker to be added to the subject's PNC record. *In any case, you must not delay contacting Referencing & Vetting Services* as soon as practicable to inform them of the arrest, and the time and date it took place. Referencing & Vetting Services will cancel the Wanted/Missing report and update the subject's custody record on PNC.

Note: This is essential as this forms the basis on which your Force will be measured.

Referencing & Vetting Services 24hr contact no: 0207 230 2205

Upon arrest, the offender should be, wherever practicable, provided with a copy of the attached offender letter. This provides the offender with the reasons why they have been recalled and their avenue of appeal. They must then be taken to the nearest local establishment, along with a copy of the revocation order to provide to Prison staff.