AFC 07037
(Rev 07/19)

Home Office Notification Form

This Form is to be completed in two parts (see completion notes): **Part A** is the electronic notification to the Home Office is completed when a Service Person is warned for discharge or has an occurrence that affects their or their family's immigration status. When Part A is completed it must be sent by fax to UK Visas and Immigration (UKVI). **Part B** is completed when a discharge date is confirmed and the document is then signed by the Service Person and the Commanding Officer, once Part B is signed both Parts A & B are sent "email to armedforcesdischarge@homeoffice.gov.uk".

Part A - Reason for Occurrence:

Date of last entry into UK (most recent date of immigration officer's ink date stamp in passport):

Tick if not available

Service Person's Details:

Service Number	Forename(s)	Surname	Rank

Nationality	Date of Birth	Passport Number

Date of

Date of

Reason for Discharge:

Insert the discharge heading in QRs; example
(QRs Para 9.380 Not finally approved for Service)
or just state demobilisation

Service Person to provide full contact address, postcode and contact phone / mobile number

Dependants Full name and Surname
Only complete for occurrences affecting Regular Service Persons

	Gender	DoB	Nationality / Relation to Service Person
	M F		
	M F		
	M F		
	M F		
	M F		
	M F		

A.1	The above named Service Person has been asked to produce their passport along with any other relevant documents on discharge.	
A.2	Service Person has served for 4 years or more:	Medical Discharge:
A.3	The Service Person has been informed of the need to submit a copy of a letter from their RMO and or FMed 133, 19 and/or 23 to UKVI with any application to remain in the UK on a medical discharge, with less than 4 years' service.	
A.4	If estranged from wife/partner the above Service Person has changed their PStat category.	
A.5	Country in which the Service Person is being discharged:	

I certify that Part A has been completed and the Service Person has been warned that it is their responsibility to apply to regularise their immigration status or leave the country.

When Part A is completed email to armedforcesdischarge@homeoffice.gov.uk.

Produced by Creative Media Design Tel: 01264 38 2188

Part B - Before discharge is completed

(Only to be completed when discharge date is confirmed, then fax both completed Parts A & B to UKVI on 0208 1964098 before the final day of service)

B.1	The above Service Person has been	with effect
B.2	The Service Person has been advised that following their discharge it is their own responsibility to initiate procedures to regularise their immigration status with the UKVI and that this advice applies equally to the Spouse and Dependants listed above.	
B.3	The Service Person has been handed any previous UKVI Agency correspondence faxed to the administration office on (calendar).	

Declaration by the Service Person: That I understand that my exempt immigration status will be cancelled on discharge. That I understand it is my responsibility to regularise my immigration status with the UKVI within 28 days of my discharge and that this applies equally to my Spouse and Dependants listed above.

Signature of Service Person:

Print Name of Service Person: Date:

Declaration by the Unit: The discharge process has been fully explained to the Service Person and confirmed to the Service Person that it is their responsibility to regularise their immigration status, this includes the family members listed above, if they wish to remain legally in the UK.

Signature of Unit CO:

Name and Rank of Unit CO: Date:

When Part A and Part B are completed email to: armedforcesdischarge@homeoffice.gov.uk.