

information sheet

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Immigration Advisory Service (IAS) client files – last chance to retrieve these

3rd April 2012

In July 2011, the Immigration Advisory Service (IAS) went into administration. At that time, the IAS held many thousands of clients' files in its archive. These files may include important documentation, which a former client of the IAS may need for a current or future immigration application or appeal.

This information sheet provides information about how a former client of the IAS, whose file is held in the IAS archive, may seek to retrieve his or her file. Note the different information for former clients of IAS in Scotland (see under separate heading below).

Deadline for requesting a file

All requests to retrieve an IAS client file must be made **no later than midnight on 28 May 2012**. After that time, any file that has not been requested may be destroyed. The Administrators have said that they will not deal with requests made after this time.

How to request a file

To request his or her file, the former IAS client (or his or her legal representative), needs to contact the Administrators with his or her name, current address and as much of the following information as possible:

- any former names he or she has used
- names of his or her dependents (e.g. partner and/or children)
- his or her IAS reference number
- Name of the IAS office that had been dealing with his or her case
- his or her Home Office and/or Port reference number
- address(es) when IAS was dealing with his or her case
- his or her date of birth

The request may be made:

- by email to ias@corkgully.com (the Administrators would prefer requests to be made in this way)
- by fax to 020-7268 2151
- by post to Immigration Advisory Service, C/O Cork Gully LLP, 52 Brook Street, London W1K 5DS

Requests can be made on a short form. The form is available at:

<http://www.iasservices.org.uk/wp/wp-content/uploads/2011/11/IAS-file-request-final.pdf>

If a file is needed urgently

If a file is needed urgently, when requesting the file, it is necessary to:

- clearly state that the file is needed urgently; and
- explain why it is needed urgently (e.g. it is needed for a tribunal hearing on X date)

The form (see above) includes space to indicate an urgent need for the file, and to explain the urgent need.

Other information from the Administrators

More information from the Administrators is available at:

<http://www.iasservices.org.uk/former-ias/>

That information includes:

If you are a former client of IAS and want to retrieve your file, pursuant to a court order made on 27 February 2012 you now have only until midnight on 28th May 2012 to make a request for retrieval.

If you do not make a request for retrieval within this time, any files held by IAS cannot be retrieved and we will then aim to have them securely destroyed.

Should you require your file, please contact us and provide us with your name and as many other contact details as you can. It would be better if you could complete the attached form providing us with as much information as you can to enable us to locate your file.

We will do our best to find any file requested, but we are relying on the IAS computer system to show us where a file is located and the system may contain errors. We will use any details you provide to help us find your file, but we cannot guarantee that we will find each file requested. Also, even if we locate a reference to your file, we cannot guarantee that it will be in the location listed. Again we will do our best with the IAS computer system. The Administrators aim to have any files not retrieved securely destroyed..

Please note that, if we are able to locate your file, it will be retrieved and sent you to as soon as practicable after 28 May 2012.

Former clients of IAS in Scotland

The information provided in this information sheet does not apply to former clients of the IAS office in Scotland (Glasgow), whose files were held by that office at the time of the closure of IAS.

Files held by the IAS office in Scotland were transferred to Loughran and Co Solicitors. Former clients of the IAS office in Scotland can contact Loughran and Co Solicitors on 0141-331 0374 with any queries.