

# APPLICATION FOR ASSISTED PRISON VISITS

Please read the information booklet that came with this form before you fill it in. Use block capitals.

/

## PART 1 - ABOUT YOU

Title (Mr/Mrs/Miss/Ms)

Surname

Forenames

Date of birth

National Insurance Number

Address

Postcode

Phone No.

Code

Number

Name of **prison** you visit

HMP/YOI

At which Post Office will you cash your girocheque?

Are you the prisoner's:

Close relative?

What is your relationship to the person you are visiting?

Partner?

Were you living as a couple, in an established relationship, immediately before the period of prison custody was imposed? Yes  No

Sole Visitor?

All close relatives, partners and sole visitors must complete this section.

Do you need someone to help you during the journey? Yes  No

If Yes complete below.

Medical  Aged 75 years or over

Note: your escort is also required to complete a claim form.

Are you escorting someone to the prison?

Yes  No

If Yes go to part 3.

## PART 2 - ABOUT YOUR INCOME

### I, OR THE PERSON WHO CLAIMS BENEFITS FOR ME:

Receive/s **INCOME SUPPORT**

Receive/s **JOBSEEKERS ALLOWANCE (INCOME BASED)**

Receive/s **EMPLOYMENT AND SUPPORT ALLOWANCE (INCOME RELATED)**

Receive/s **UNIVERSAL CREDIT**

The original Universal Credit award notice must be included with this form. Note - a maximum income limit applies

Receive/s **WORKING TAX CREDIT (with disability element)**

The original Tax Credit award notice must be included with this form. Note - a maximum income limit applies

Receive/s **CHILD TAX CREDIT**

The original Tax Credit award notice must be included with this form. Note - a maximum income limit applies

Receive/s **PENSION CREDIT**

The original Pension Credit award notice must be included with this form.

Hold/s a **HEALTH CERTIFICATE - HC2**

The original Health Certificate notice must be included with this form.

Hold/s a **HEALTH CERTIFICATE - HC3**

The original Health Certificate notice must be included with this form.

If someone else claims benefits for you please give their name and National Insurance Number.

Name

National Insurance Number

**Note - if you have not ticked any of the boxes in this section you will not qualify for assisted prison visits.**

## PART 3 - ESCORTS

I am escorting an adult  (complete below)

Someone else's child/children  (complete below)

My child/children  go to Part 4

Give details of the **adult** you are escorting or details of the **parent/carer** of the child/children you are escorting

Their name

Their address

Postcode

National Insurance Number

Date of birth

**Note:**

### Escorting Someone Else's Child/Children

**Before we can deal with your claim the parent/carer of the child/children you are escorting must write to us to authorise the visit and provide details about their income.**

## PART 4 - ABOUT THE PERSON YOU ARE VISITING

Surname  Forenames

Date of Birth  Male  Female

Prison Number

**For completion by APVU only**

Estab  DTIC  /  /  Status

EDR  /  /  (if applicable) Signature  Date  /  /

## PART 5 - CHILDREN

Will you be taking any close relatives of the prisoner who are aged under 18 on the visit

Yes  Fill in details below No  Go to **Part 6**

Surname	Forenames	Relationship to the Prisoner	Date of birth

Do you receive benefits, Universal Credit or a Tax Credit award for the above child/children?

Yes  Go to **Part 6**. No  Ensure you have completed **Part 3** then go to **Part 6**.

## PART 6 - VISIT DATES

Enter visit date/s made or that you wish to make in the future

You can claim for two assisted prison visits every four weeks. Claims must reach APVU within 28 days of the earliest visit. If you are applying for rail tickets in advance you must tell us if the dates have changed before you receive the tickets, see contact details in section 7.

## PART 7 - TRAVEL DETAILS

Are you travelling by car? Yes

If travelling by public transport tell us each stage of your journey including the name of rail stations. If you are applying for train tickets in advance we need to know the times of your trains, allowing time to get to the prison. You must travel by the cheapest means possible i.e. Off-peak. It is important that you tell us if the date(s) of your planned visits change before we issue your tickets, call 0300 063 2100, 9am to 5pm (Monday to Friday, except Bank Holidays) or e-mail [assisted.prison.visits@noms.gsi.gov.uk](mailto:assisted.prison.visits@noms.gsi.gov.uk)

Please supply your e-mail address

Do you have a credit or debit card to prove identity for collecting tickets from a Fastticket machine Yes  No

Time of departure	From	Time of arrival	To	Means of transport	Fare

Tick this box if you are claiming the additional light refreshment allowance.  by ticking the box you are certifying that expenditure was made by you on the day. APVU reserve the right to ask for receipts.

I request approval to stay overnight.

## PART 8 - DECLARATION

I declare that the information I have given in this form is, to the best of my knowledge, true and all supporting evidence is genuine.

I will send in my original award notice whenever my Tax Credits, Universal Credit, Pension Credits or Health Certificate is renewed or amended.

I declare that any monies, rail warrants or tickets I receive for any future visits will only be used by me to visit the prisoner, or I will return the money, rail warrants or tickets to the APVU. A completed Confirmation of a Visit form and all tickets or receipts must reach the APVU within 28 days of the visit taking place or I will attach them to the next claim if sooner.

I understand that a false declaration may lead to prosecution and / or my suspension from the Assisted Prison Visits Scheme.

I authorise you to make the necessary checks with the DWP.

Signature

Date

Read through the form to make sure you have completed it correctly and send in all tickets, receipts and Confirmation of a Visit forms. This form must be signed.

**Send your completed application to: APVU, PO BOX 2152, Birmingham, B15 1SD**