**In the Family Court No: [*Case number*]**

**sitting at [*Court name*]**

**[The Child Abduction and Custody Act 1985] /**

**[Council Regulation (EC) No. 2201/2003] /**

**[The Senior Courts Act 1981] /**

**[The Children Act 1989] /**

**(delete or adapt as appropriate)**

**The child[ren]**

**[*Name of child*] [Girl] / [Boy] [*dob dd/mm/yy*]**

**[*Name of child*] [Girl] / [Boy] [*dob dd/mm/yy*]**

After hearing [*name the advocate(s) who appeared*]

After consideration of the documents lodged by the [applicant] / [respondent] and the President’s Guidance of May 2018 on Communicating with UK Visas and Immigration (UKVI) in Family Proceedings and the Protocol of May 2018 between the President of the Family Division and the Home Office

After reading the statements and hearing the witnesses specified in paragraph [*para number*] of the Recitals below

**DISCLOSURE REQUEST MADE BY [*NAME OF JUDGE*] ON [*DATE*] SITTING IN PRIVATE**

**The parties**

1. The applicant is [*applicant name*]

The respondent is [*respondent name*]

**(specify any additional respondents)**

**(specify if any adult party acts by a litigation friend)**

**(specify if the children or any of them act by a children’s guardian)**

**Recitals**

1. An application has been made by [*applicant name*] / [*respondent name*] for an order for a disclosure request to the Secretary of State for the Home Department. The reason that such an order has been sought is [*specify*]*.*
2. This order was made at a hearing without notice to the [respondent] / [applicant]. The reason why the order was made without notice to the [respondent] / [applicant] was [*insert*].
3. The Judge read the following [affidavits] / [witness statements] [*insert*].

**IT IS ORDERED THAT:**

1. The Secretary of State for the Home Department is requested to provide the following information (also detailed in the attached for EX660) to [the Family Division Lawyer, President’s Chambers, Royal Courts of Justice, Strand, London, WC2A 2LL (tel: 020 7947 7197 fax: 020 7947 7274)] /[specify] by 4.00pm on [*date*]:
   1. What is the current immigration status of [*applicant name*] and [*respondent name*]?
   2. Do [*applicant name*] and [*respondent name*] have any pending applications to the Secretary of State for the Home Department?

**(adapt as appropriate)**

1. The following documents may be disclosed to the Secretary of State for the Home Department: [*specify the relevant document(s)*].
2. Any information received from the Secretary of State for the Home Department may be disclosed to the parties.
3. Costs reserved.

Dated [*date*]

**Note to Judge:** The court must ensure that a Form EX660 is completed in full in accordance with the Protocol of May 2018, specifying all the questions which the court wishes to be answered by UKVI, the relevant division in the Home Office. The EX660 and the court order must contain sufficient information to enable UKVI to understand the nature of the case, to identify whether the case involves an adoption, and to identify whether the immigration issues raised relate to an asylum or a non-asylum application.

**Note to Court Staff:** Once the Form EX660 has been approved by the court a member of the court staff must utilise the information on the Form EX660 to complete the UKVI SVEC (Status Verification Enquiries & Checking) pro-forma in full, also in accordance with the Protocol of May 2018. The sealed court order, completed EX660 and SVEC pro-forma should be sent immediately by the court by email to [ICESSVECWorkflow@homeoffice.gsi.gov.uk](mailto:ICESSVECWorkflow@homeoffice.gsi.gov.uk) and, in the event that case progress enquiries are necessary, email communications may be directed to

[SVECManagement@homeoffice.gsi.gov.uk](mailto:SVECManagement@homeoffice.gsi.gov.uk)