**REFERRAL PROCESSES FOR THE NATIONAL REFERRAL MECHANISM AND MS1/DUTY TO NOTIFY**

From 29/08/2019, the process for referring potential victims of Modern Slavery into the National Referral Mechanism and for submitting MS1/Duty to Notify referrals will change.

From the **29/08/2019**, the Home Office will be introducing a **new digital process for National Referral Mechanism (NRM) and MS1/Duty to Notify (MS1/DTN) Referrals**. As local authorities are also First Responders, this will also have an input on your organisation.

The key details relating to this change are as follows:

* The new process will allow both NRM and MS1/Duty to Notify submissions to be made using a single online form available on the internet which can be accessed through the following link - [https://www.modernslavery.gov.uk/start](https://protect-eu.mimecast.com/s/gmsnCl5L6fQ1vOFGRMaR?domain=modernslavery.gov.uk).
* This same process is to be used for NRM and MS1/DTN referrals and whether the victim is an adult or child, as the form options presented will change dependent on information submitted.
* The online NRM form requires email validation, so the user will be asked to submit their work email address and will then receive a link to complete the form. Having completed and submitted the form, users will be sent a further link to download a copy of their submission.
* Once a submission is received by the Home Office, each case will be assigned a reference number which will also be emailed by return.
* Should further information subsequently become available that would be helpful in making a decision about whether the subject of the case is a victim of Modern Slavery, it is important that this additional information is emailed to nationalreferralmechanism@homeoffice.gov.uk with the reference number in the subject line.
* Where users do not have access to the internet when completing the form, an offline prompt sheet has been created that can be used to collect information which can subsequently be used to complete the online form. This prompt sheet can be downloaded from the [Interviewing a potential victim offline](https://protect-eu.mimecast.com/s/TaBXCmQ6XTOpr1cOO8jm?domain=modernslavery.gov.uk) link on the start page and it contains all the questions you’ll find on the online form.

The Home Office strongly encourages use of the new online form to submit all NRM and MS1/DTN referrals after the 29th August 2019.  If you encounter any issues with the online form then the old forms will continue to be accepted **until 29th February 2020**. However, the old referral forms will only be accepted under exceptional circumstances beyond that date. The new process has been tested with users since May 2019 and so far the feedback has been positive.