



“I’ve received an appointment letter from an Enforcement Officer”

“What does this mean?”

- An Enforcement Officer (EO) will have left an appointment letter at your home.
- It will give you a date, time and a place for an appointment, this could be at your home, in your local courthouse, or in our office in Bedford House, Bedford Street, Belfast.
- The appointment will be for a short interview to find out about your financial situation and discuss possible ways to repay the debt.

“What can I do now?”

- You should arrive at the specified place 10 minutes before your appointment time
- You **MUST** bring the following as many of the items on this list as you can:
 - A. Rent book
 - B. Mortgage payment book or mortgage account number
 - C. Ground rent receipts, rate receipts
 - D. Savings books and bank statements
 - E. Pay slips
 - F. Hire purchase agreements and receipts
 - G. Particulars of any debts owed to you
 - H. Particulars of any debts which you owe with creditor details
 - I. Writs or other legal process which have been served on you in relation to unpaid debts
 - J. VAT registration number, National Insurance number

“What can happen next?”

- If you do not keep your appointment the office can issue a Conditional Order for Warrant of Arrest, this means that you are given another date and time and **if you do not attend for this new hearing a Warrant for your Arrest can be made.**

“What if I do not produce the above information?”

- The office will contact other agencies to verify what you say, and this may include the Social Security Agency, your Employer, your bank or building society, or other government agency.

“What if I pay the Debt in Full before or at the hearing?”

The matter will be closed and no further action will be necessary.