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Guidance

Horizon Convictions Redress Scheme (HCRS): request a detailed assessment

Use this guidance and form if you are requesting a detailed assessment under the Horizon Convictions Redress Scheme (HCRS).

From: [Department for Business and Trade](#)
(</government/organisations/department-for-business-and-trade>)

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[Register for the Horizon Convictions Redress Scheme \(HCRS\)](#)
(</horizon-convictions-redress-scheme>)

Collection

[Horizon Convictions Redress Scheme](#)

1. Download the HCRS detailed assessment application form

Download the [HCRS detailed assessment application form](#)

(<https://assets.publishing.service.gov.uk/media/66a3c08649b9c0597fdb05d6/hcrs-detailed-assessment-application-form.odt>) (ODT, 85.3 KB).

[\(HCRS\): applicant information \(/government/collections/horizon-convictions-redress-scheme-hcrs-applicant-information\)](#)

2. Collect as much evidence as possible

Examples of evidence:

- your written testimony
- documentary evidence from the time of the loss
- evidence which is undisputed or verifiable

Using the assessment framework for your application

In the [assessment framework](#) (<https://www.gov.uk/government/publications/horizon-convictions-redress-scheme-hcrs-assessment-framework>), we have provided examples of evidence which would be expected for each category of loss. There may be other circumstances where other evidence is required. We have also provided examples next to each category.

We have also explained where evidence may need to be requested from other parties (for example, HMRC) or where the Department for Business and Trade (DBT) will collect the evidence on your behalf.

If you need more information

If you need more information from DBT or the Post Office Limited to make your application, you can request it by contacting us at

[horizonconvictionsredress](#)

We'll let you know if this information is available and when it has been added to the portal. We may ask you for more information.

Disproportionate burden

Your written testimony is an important form of evidence. We will ask you in the application form to provide as much information as you can, so that our case workers can understand the full context of your application.

We understand that a lot of time has passed since your prosecution and conviction. We will take this into consideration when assessing your application. We will be sympathetic to the fact you may not still hold documentary evidence from the time and we will take a proportionate approach in considering what is reasonable for you to still hold, giving you the benefit of the doubt. You should not worry if some evidence is not available and submit your application to your best knowledge and belief.

We will accept your applications for a loss if we believe that there is greater than 50% likelihood that the loss was suffered due to the conviction. The more evidence you can provide, the easier it will be for us to make a decision.

3. Complete the HCRS detailed assessment application form

Complete the HCRS detailed assessment application form.

This will include providing:

- a detailed account, to the best of your memory, about the losses you suffered due to the prosecution and conviction
- your evidence documents
- the steps you have taken or intend to take to obtain any relevant documents from any third parties (such as HMRC)
- an explanation of documents you are unable to obtain or which may not be obtainable

4. Submit your HCRS detailed assessment application form

Submit your complete HCRS detailed assessment application form by uploading it to the portal.

You should note:

- your detailed assessment settlement might be less than £600,000
- once you have sent us your form and requested a detailed assessment, you won't be able to take the optional fixed settlement of £600,000 at a later stage

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Explore the topic

[Reporting crimes and getting compensation \(/crime-justice-and-law/reporting-crimes-compensation\)](#)

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