

Accessibility statement

This accessibility statement applies to [\[describe your form here - for example, the general enquiries form for the CICA\]](#).

Using this form

This form was built using MoJ Forms, a tool developed by the Ministry of Justice (MoJ), and uses components from the [\[GOV.UK Design System\]\(https://design-system.service.gov.uk/\)](https://design-system.service.gov.uk/).

[\[insert your team or organisation here\]](#) is responsible for the content of this online form. The Ministry of Justice and MoJ Forms team are responsible for its technical aspects.

We want as many people as possible to be able to use this online form. For example, that means you should be able to:

- * change colours, contrast levels and fonts
- * zoom in up to 300% without the text spilling off the screen
- * navigate the form using just a keyboard
- * navigate the form using speech recognition software
- * listen to the form using a screen reader (including recent versions of JAWS, NVDA and VoiceOver)

We have also made the text as simple as possible to understand.

[\[AbilityNet\]\(https://mcmw.abilitynet.org.uk/\)](https://mcmw.abilitynet.org.uk/) has advice on making your device easier to use if you have a disability.

How accessible this form is

We have tested this form for accessibility using a range of browsers and technologies including screen readers. It meets the [\[Web Content Accessibility Guidelines version 2.2\]\(https://www.w3.org/TR/WCAG22/\)](https://www.w3.org/TR/WCAG22/) AA standard..

Feedback and contact information

If you have problems using this form or need additional support, contact:

[insert your contact details for user requests here - add other channels, such as text phones or Relay UK, as required]

* email: [<your@email.address>]

* call: [your telephone number]

* [Hours - e.g. Monday to Friday, 9am to 5pm]

We'll consider your request and get back to you in [add your SLA - e.g. a week or 5 working days].

Reporting accessibility problems with this form

We're always looking to improve the accessibility of this form. If you find any problems or think we're not meeting accessibility requirements, contact the MoJ Forms team at contact-moj-forms@digital.justice.gov.uk.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the [\[Equality Advisory and Support Service \(EASS\)\]\(https://www.equalityadvisoryservice.com/\)](https://www.equalityadvisoryservice.com/).

Technical information about this online form's accessibility

We are committed to making this form accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance status

This website is fully compliant with the [\[Web Content Accessibility Guidelines version 2.2\]\(https://www.w3.org/TR/WCAG22/\)](https://www.w3.org/TR/WCAG22/) AA standard.

What we're doing to improve accessibility

We review the content and performance of this form regularly. In addition, the MoJ Forms team monitors the accessibility of the MoJ Forms platform on an ongoing basis and fixes any accessibility issues reported to them.

Preparation of this accessibility statement

This statement was prepared on [date when it was first published]. It was last reviewed on [date when it was last reviewed. Delete this sentence if you are publishing a form for the first time].

In order to test the compliance of all forms built using the MoJ Forms tool, the Ministry of Justice commissioned User Vision to carry out a WCAG 2.1 AA level audit of a sample form. This included extensive automated and manual testing on a range of browsers and assistive technologies. The audit was performed on 24 July 2023. The audit highlighted a number of non-compliance issues which were fixed in August 2023. In addition, the MoJ Accessibility team performed a spot check of WCAG 2.2 criteria on 7 November 2023.