



Keeping Norfolk Safe

Data Protection Office
Norfolk Constabulary,
Operations and Communications
Centre, Falconers Chase,
Wymondham,
Norfolk, NR18 0WW
Tel.: 01953 424102

A221
(Jan 06)

DATA PROTECTION ACT 1998 – SUBJECT ACCESS APPLICATION

Use this form to request information about you that may be held by Norfolk Constabulary.
For example, crime reports, incident reports, custody records.
If you require a check of criminal convictions please ask for a Form A220.

Your Rights

You have a right to be told whether any information is held about you and a right to a copy of that information, unless certain exemptions apply. You will be provided with that information only if you have provided satisfactory proof of your identity. Information may not have to be provided if someone else can be identified in or from the information. If you think that information might be held about you that may identify or have been provided by another person, you may want to get that person's written agreement to enable the information to be given to you, and send it with your application.

Chief Constable Rights

The Chief Constable may refuse a request where the information is held for:

- a) the prevention or detection of crime, or
b) the apprehension or prosecution of offenders

and giving you the information would be likely to prejudice any of those purposes.

The information you provide on this form will be used for processing your request and for any other policing purpose

What To Do

- 1. Complete Sections 1, 2 and 3
2. Include Proof of Identity. To help establish your identity this application must be accompanied by two official documents (originals or photocopies) which between them clearly show your name, current postal address, date of birth and signature, for example: birth certificate, driving licence, passport, medical card, benefit(s) book, pension book or bank book.
3. Include the Fee. Payment of the £10 sterling fee can be by cash or preferably by a cheque or postal order made payable to Norfolk Constabulary.
4. The completed form, fee and proof of identity can either be sent to the above address or taken to a main Norfolk Police Station

What Happens Next

Your application will be processed and a reply sent to the address shown on the form.

The Act requires that you receive a reply within 40 days from the date the completed application form is received. Please contact us on the number above if you have not received your response within this period.

Official use only – Force Ref. No.:

Section 1 – About Yourself (tick small boxes [] where appropriate)

Form with fields for Title (Mr, Mrs, Miss, Ms, Other), Surname/Family Name, First Name(s), Maiden/Former Name(s), Sex (Male, Female), Height, and Date of Birth.

Place of Birth:	Town:	County:
Postal Address (This address MUST appear on your identity documents and will be the address to which the response will be sent, unless you are making your request through a solicitor or other agent)		
Post Code:		Contact Telephone Number:
PREVIOUS ADDRESSES – If you have lived at your home address for less than 10 years please provide previous addresses with dates on a separate piece of paper.		

Section 2 – Details of Your Request

To help us find the information that we may hold about you, please complete this section as fully as possible. If it is something specific, for example details of a reported crime or incident, quote any reference number that you may have. Continue on a separate sheet if necessary

State here what information you are requesting.

State here the date, time and location and any reference numbers you might have

Section 3 – Declaration and signature

The information which I have supplied in this application is correct, and I am the person to whom it relates.

Signature: _____ Date: _____

Included with form: Fee [] 2 Identity Documents []

WARNING: - A person who impersonates or attempts to impersonate another may be guilty of an offence.

OFFICIAL USE ONLY (to be completed by officer receiving)

Application checked & legible [] Identification documents checked [] Documents confirm name, date of Birth, signature and address []	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; padding: 5px;">Fee Paid £10</td> <td style="width:33%; padding: 5px;">Receipt No.</td> <td style="width:33%; padding: 5px;">Payment Method</td> </tr> </table>	Fee Paid £10	Receipt No.	Payment Method
Fee Paid £10	Receipt No.	Payment Method		
Details of documents produced: 1. 2.	Officer Completing: Name: _____ Location: _____ Date: _____			