

RESTRICTED



**'EXCEPTIONAL CASES'**

**REQUEST FOR REMOVAL OF PNC ENTRIES & ASSOCIATED RECORDS IN  
RELATION TO RECORDABLE OFFENCES ONLY**

**Section 1 – To be completed by the Police Force requesting removal of records**

REASON FOR REMOVAL: (Must be completed in all cases)

PNCID:	
CRO NO:	
OFFENCE & DATE:	
ARREST/SUMMONS NO:	
DNA BARCODE NO:	
FAMILY NAME:	
FIRST NAMES:	
PNC ALIAS:	
PNC NICKNAME:	
DATE & PLACE OF BIRTH:	
ACRO REFERENCE NO:	
ORIGINATING FORCE:	
CONTACT TELEPHONE NUMBER:	
E-MAIL: (this should be the e-mail address of the person who the form is to be returned to or ideally a group e-mail address)	
FORENSIC SUPPLIER WHO PROFILED THE DNA SAMPLE:	[Please Click arrow and select]

**PLEASE NOTE**

Authority has been granted by the Chief Officer of

for the removal of

Dated:

Once the removal of the record has been authorised by a Chief Officer and section 1 is fully completed please e-mail to all of the appropriate e-mail addresses listed below:

Removal and destruction of DNA:

Contact details removed

Removal of PNC record:

Contact details removed

Removal of fingerprint images from IDENT1:

Contact details removed

If you have any queries regarding DNA deletion and/or destruction please contact the Contact details removed

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**RECORD OF DNA SAMPLE DESTRUCTION/DELETION**

DNA Barcode number	
ASN	

**Section 2 – NDNAD Custodian Team Checks (for completion by DQIT only)**

Form fully completed (including ACRO Ref number)	Yes <input type="checkbox"/> No <input type="checkbox"/> If no please state date returned to requestor	
Sample set to unreconciled on NDNAD	Yes <input type="checkbox"/> Sample not PNC owned or already deleted <input type="checkbox"/>	
Forensic Supplier Name		Processing Unit Code:
E-mailed to NDNAD SDT by		Date

Once section 2 is complete please e-mail to **Contact details removed**

**Section 3 – Deletion of DNA barcode and profile from NDNAD**

DQIT or SDT USE ONLY	NAME	DATE
DNA profile removed from NDNAD by		
Checked by		
Forwarded to Forensic Supplier (and copied to the Custodian Team and ACRO) by		

Once section 3 is complete please e-mail to the supplier who originally profiled the DNA sample and cc to **Contact details removed**

**Section 4 – DNA Destruction**

SUPPLIER USE ONLY	NAME	DATE
Submission Record Updated By		
Checked By		
DNA Card Destroyed By		
Sample & Products Destroyed By		
Person witnessing destruction		
Notification of Sample & products destruction sent to DQIT	<b>Please note that Custodian standards dictate that Forensic Suppliers must confirm sample destruction within 2 weeks of receiving request.</b>	
Supplier Reference/Comments (it is not mandatory to complete this field)		

Once section 4 is complete please e-mail to **Contact details removed** and cc. to: **Contact details removed**

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## PNC AND FINGERPRINT RECORD REMOVAL

<b>PNC ENTRY (NIS) SINGLE ENTRIES ONLY</b>  e-mail: <b>Contact details removed</b>	Date Removed:	Date force informed:
<b>REMOVAL OF ALL FINGERPRINT IMAGES FOR A CRO No. OR REMOVAL OF FINGERPRINT IMAGES FOR AN INDIVIDUAL ARREST/SUMMONS No. (NFO)</b>  e-mail: <b>Contact details removed</b>  <b>(NB: Please ensure that 'subject field' of email shows nature of enquiry e.g. 'Exceptional Case Deletion' and applicant's surname.)</b>	Date Removed:  NFO Ref No:  Remedy No:  NFO Officer Dealing:	Date force informed:    <b>Force holding hard copy tenprint forms to ensure destruction.</b>

Please confirm removal with originating force by return of this form & cc. to:

**Contact details removed**

**(NB: Please ensure that 'subject field' of email shows nature of enquiry e.g. 'Exceptional Case Deletion' and applicant's surname.)**