



## DATA PROTECTION ACT 1998

### HOW TO APPLY FOR A COPY OF PERSONAL INFORMATION HELD BY THE POLICE UNDER THE DATA PROTECTION ACT 1998

#### YOUR RIGHTS

Subject to certain exemptions, you have a right to be told whether any information is held about you and a right to a copy of that information. The Chief Constable will only give that information if he/she is satisfied as to your identity. He/she does not have to give you any information identifying someone else, unless that person agrees. If you think that information might be held about you which may identify another person, you need to get that person's agreement to you being given information and send it with your application.

#### EVIDENCE OF CHARACTER

To exercise your rights under the subject access provisions of the Data Protection Act 1998 WILL NOT provide you with a "Certificate of Good Conduct" or "Police Clearance Certificate". However, in our experience, foreign embassies will generally accept a police reply under the subject access provisions of the Data Protection Act 1998 as a suitable equivalent.

#### CHIEF CONSTABLE'S RIGHTS

The Chief Constable may deny access to information where the Act allows, but the main exemptions in relation to information held by the Police are where the information is held for:

- The prevention or detection of crime
- The apprehension / prosecution of offenders

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

#### FEE

Payment must be in pounds sterling to the value of £10 (ten pounds). Cheques or Postal Orders should be made payable to: **West Midlands Police**. Please note that West Midlands Police does **not** accept the Euro (including Euro cheques) or overseas / international postal orders. Overseas cheques must have a United Kingdom bank clearing facility.

#### PROOF OF IDENTIFY

To help establish your identity, your application must be accompanied by photocopies of two official documents which between them clearly show your name, date of birth and address. For example, driving licence, medical card, birth certificate, passport etc.

#### SUBMITTING THE COMPLETED APPLICATION FORM

When you have completed the application form, please post it along with the appropriate documentation and and fee to:

**Data Quality & Compliance Unit,  
West Midlands Police  
PO Box 52  
Colmore Circus Queensway  
Birmingham B4 6NQ**

**We do not accept PERSONAL CALLERS.**

*Applications may take up to 40 days to process*



THIS BOX IS FOR OFFICIAL USE ONLY

Please note that we will only be able to provide you with information if you live or have lived in the West Midlands Police force area or the specific incident you require information about took place in the West Midlands Police force area. Otherwise you should apply to the Police force which covers the region or area concerned.

**SECTION 1**

**ABOUT YOURSELF**

*(To be completed in all cases using block capitals)*

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Other				
Surname/Family Name				
First name(s)				
Maiden/Former Name(s)				
Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
Date of Birth				
Place of Birth	Town	County		
Height				
Home Address	<b>This is the address to which all replies will be sent unless you specifically indicate otherwise</b>			
	Post Code	Tel. No. (day)		

**If you have lived at the above address for less than 10 years please give your previous address(es) for that period. If necessary continue on a separate sheet and attach to the application form.**




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**SECTION 2**

**INFORMATION YOU REQUIRE**

If you require information from the Police National Computer in relation to:

**Prosecution, convictions or cautions tick here:**

*(Tick this box if you require the information to support your emigration/visa application etc)*

If you require information other than prosecutions, convictions or cautions, please provide the following details:

Were you: *(tick appropriate box)*

The person reporting an offence or incident

A witness to an offence or incident

A victim of an offence

A person accused of an offence


**Date, time and place of incident:**

**Details of incident:**

**Any other information you can provide:**



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**DECLARATION** (to be signed by the applicant)

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

Signed:

Date:

**WARNING - a person who impersonates or attempts to impersonate another may be guilty of an offence**

**CHECKLIST**

Ensure that you have completed the following before you post your application for Subject Access:

- (a) Completed all sections of the form
- (b) Enclosed your identification documents (**do not send originals**)
- (c) Signed the Application Form
- (d) Enclosed the £10.00 fee

**HELP DESK**

If you have difficulty completing this Application Form please contact the Data Quality & Compliance Unit on 0121-626 5417 Monday to Friday

**POLICE USE ONLY**

Application checked: YES

NO

Date application received:

Details of identity documents supplied:

Driving Licence / Passport / Medical Card / Birth Certificate / Marriage Certificate / Utility Bill / Other  
(please specify)

Method of Payment:

Cheque

Postal Order

Cash (Receipt number)

**OFFICER COMPLETING**

Name:	
Signature:	
Rank:	Subject Access Clerk / Senior Compliance Officer / Data Quality Admin Officer / Compliance Officer
Date to NIS:	