

These notes explain how you can find out what information, if any, is held about you on Police computers.

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 Officer of Police will only give that information if he is satisfied as to your identity. He does not have to give you any information which identifies someone else, unless that person agrees. If you think that information might be held about you which may identify another person, you may want to get that person's agreement and send it with your application.

Evidence of Character

Exercising 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". You will receive an authentic document (letter) which is acceptable for Visa requirements.

The Chief Officer's Rights

The Chief Officer of Police may deny access to information where the Act allows but the main exemptions in relation to information held on Police computers are where the information is held for:

- the prevention or detection of crime;
- the apprehension or 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 only please, made payable to:

West Yorkshire Police

Proof of identity

Section 1 asks you to give information about yourself which will help the Chief Officer to confirm your identity. He has a duty to ensure that information he holds is secure and he must be satisfied that you are who you say you are.

Section 2 asks you to provide evidence of your identity by producing documents with your application.

When you have completed the form take it to a main Police Station in this Force area or, if you are unable to take it, send it together with the required documents and fee to:-

**Data Protection Office
West Yorkshire Police
PO Box 9
Laburnum Road
Wakefield
WF1 3QP**

If you have any difficulty telephone the Data Protection Office on **01924 293604**

Section 1

Official use

About yourself

The information requested below is to help the Chief Officer (a) satisfy himself as to your identity and (b) find any data held about you.

	Please use block letters and black ink								
Title (tick box if appropriate)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">Mr</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%; text-align: center;">Mrs</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%; text-align: center;">Miss</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%; text-align: center;">Ms</td> <td style="width: 12.5%;"></td> </tr> </table>	Mr		Mrs		Miss		Ms	
Mr		Mrs		Miss		Ms			
Other title (e.g. Dr. Rev. etc.)									
Surname/family name									
First names									
Maiden/former names									
Sex (tick box)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Male</td> <td style="width: 50%; text-align: center;">Female</td> </tr> </table>	Male	Female						
Male	Female								
Date of birth									
Place of birth	Town								
	County								
Height									
Home address									
	Postcode								
	Daytime contact Tel. No.								
	E-mail								

If you have lived at the above address for less than 10 years please give your previous address(es) for that period below. Continue on another piece of paper if you need to.

Previous address(es)	

Section 2

Proof of identity

To help establish your identity, your application must be accompanied by copies of **two** official documents which between them clearly show your **name, date of birth and current address**. For example, driving licence, medical card or birth/adoption certificate, passport and any other official document which shows your name and address.

If you want your documents to be returned to you, you must include a stamped addressed envelope. West Yorkshire Police do not accept responsibility for documents sent by post.

NB — Clear photocopies of documents are acceptable.

Declaration - To be signed by the applicant

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

Signed by: Date:

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

Police use only

To be completed by the Officer receiving this application.

Application checked and legible? Yes/No

Identification documents checked? — Please ensure you have verified date of birth and home address with ID shown.

Passport Bank or Credit Card statement

Birth Certificate Driving Licence Medical Card

Other Please specify _____

Fee paid £ _____ Method of payment — Cheque Cash Postal Order

Receipt No. _____

Officer completing this section:

Name Rank/Number Date

Division/Department Signature

Application to be forwarded to Data Protection Office, Headquarters without delay.

