

Data Protection Act 1998 RESTRICTED (when complete)



**Devon & Cornwall Police**  
Building safer communities together

Form No.: SA1 (Green)  
Rev. 07/2011

# How to Apply for Access to Information Held on Police Systems

## Section 1 : 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**

Title (tick box if appropriate):	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms
Other title (e.g. Dr, Rev, etc.):				
Last name / family name:				
First names (include middle names):				
Maiden / former names:				
Gender (tick box):	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
Height:				
Date of Birth:				
Place of Birth:	Town:	Country:		

Your current home address MUST match the current address identity (this is the address to which your reply will be posted).		
	Postcode:	Telephone No.:
A telephone number or email address (not mandatory) will be helpful in case you need to be contacted.	Email address (not mandatory):	

If you have lived at the above address for less than 10 years, please give your previous (UK only) addresses for that period. Attach an additional sheet of paper to the form if necessary.

Previous address(es):		
Date of occupancy:	From:	To:
Date of occupancy:	From:	To:

**N.B. Personal data supplied may be held or verified on or by police computers and may also be used or disclosed for policing purposes.**

## 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, current address and signature. Photocopies are acceptable.

Examples for **date of birth** include birth / adoption certificate, medical card, passport and drivers licence (where a photo-card licence the counterpart / paper portion is unsuitable as the date of birth is encoded). Examples for **current address** include Utility bill (gas, water, electric or telephone), council tax bill, bank / credit card statement; correspondence from Inland Revenue or Benefit Agency, Mortgage lender, Professional body, Solicitors' letter; correspondence from your employer (payslip / letter of appointment).

**Failure to provide this proof of identity will delay your application.**

## Section 3 : Declaration

**Declaration** (to be signed and dated by the applicant). **Failure to complete this declaration will delay the processing of your application.**

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.**

## Section 4(i) : Information held on the Police National Computer

Tick the box beside the categories you wish to access.

### (a) Prosecution / Convictions History and Cautions



Details of prosecutions, convictions, cautions, reprimands, warnings and arrest/summons or proof that none exist.



(N.B. Not all prosecutions, convictions, cautions reprimands, warnings are held on police systems)

### (b) Other Information

Including firearms, shotguns and explosives certificate holders and other information, please provide full details. If necessary please call 01392 452675 to discuss whether there is a requirement for you to complete this section.



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## Section 4(ii) : Information held on any Devon & Cornwall Police System

If you seek information that might be contained about you on any other Devon & Cornwall Police System, please tick here. If you tick this box you must either complete an SA1 (Blue) which can be obtained from the Data Protection Office or write a letter explaining the type of information being sought.



When you have completed and checked this form, send it together with copies of the required **TWO** identification documents and the £10.00 fee made payable to Devon and Cornwall Police Authority to:

**Devon & Cornwall Police, Data Protection Office, Force Headquarters  
Middlemoor, EXETER EX2 7HQ Devon**

If you have any queries regarding this form or your application, you can ring the Data Protection Office on 01392 452675 or email [dataprotection@devonandcornwall.pnn.police.uk](mailto:dataprotection@devonandcornwall.pnn.police.uk). We are **unable** to accept completed forms by email.