



# Application for access to your personal data held by the Metropolitan Police Service (MPS)

Section 7(1)(a) & 7(1)(b)(i) & 7(1)(c)(i) of the Data Protection Act 1998 (Subject Access)

## Your Subject Access Rights

Subject to certain exemptions, you have a right to be told whether the Metropolitan Police Service (MPS) holds any information about you (your 'personal data') and a right to be provided with a copy of that personal data within a 40 day period. Please allow an additional week for postage.

If you wish to exercise those rights please complete this form carefully and follow the instructions regarding the £10 fee, proof of identity, and ways to return the form to the MPS.

Under the Data Protection Act the MPS may, in certain circumstances, decide not to provide you with some personal data. For example, we will not provide personal data if we feel releasing it to you would be likely to prejudice policing purposes, and we may not provide you with information that identifies other individuals.

## Apply for Access to Information held about me on the Police National Computer (PNC)

If you require a check to be made against your conviction history records (PNC check) **DO NOT** use this form. The processing of PNC applications is carried out by the Association of Chief Police Officers Criminal Records Office (ACRO) on our behalf. To obtain the appropriate form go to [www.met.police.uk/information/request\\_forms.htm](http://www.met.police.uk/information/request_forms.htm) where you can download a copy of the PNC application form or contact them on 0845 6013 999, or, if calling from outside the UK, dial +44 1962 871111 (Monday to Friday 8:30 – 16:30).

## Visas for Australia, Bahamas, Belgium, Canada, Chile, New Zealand, South Africa and United States of America

If you require a police check in order to obtain a visa for one of the above countries, please **DO NOT** complete this form. Individuals are now required to obtain an ACRO (Association of Chief Police Officers Criminal Records Office) police certificate. ACRO offer two services, standard and fast track service designed for those wishing to obtain a Visa quickly. The turnaround time from successful receipt of the application to dispatch of the certificate is ten and two working days respectively. The standard fee is £35 and the fast track fee is £70.

To obtain an application please go to the ACRO website at [www.acpo.police.uk/certificates.asp](http://www.acpo.police.uk/certificates.asp) or telephone 0845 6013 999. (This number must only be used to contact ACRO.)

## Requests for Information for Employment Purposes

The MPS does not provide PNC (Police National Computer) disclosures for employment vetting services. If you require a disclosure for UK employment purposes, please contact Disclosure Scotland on: 0870 609 6006 or via their website [www.disclosureScotland.co.uk](http://www.disclosureScotland.co.uk). The current procedure whereby companies require individuals to exercise their rights under Subject Access provisions at section 7 of the Data Protection Act 1998, as a form of vetting, has been considered to be unlawful for many years and is against the spirit of the legislation. When Section 56 of the Act is implemented, it will become a criminal offence for the employer to ask individuals, as a condition of employment, to go through this process.

## Third Party Applications

We can only supply your personal data to you. Should you be making an application on behalf of any other person (third party), please ensure you enclose an original letter of authorisation from that individual (the person who the information is about). Please also ensure that this individual has signed the application form and provided their identification documents.

## Fee

Your Subject Access application will cost £10 (Sterling). We accept cheques, British Postal Orders and international bankers drafts, made payable to **Mayors Office for Policing and Crime (MOPC)**. We do not recommend the sending of cash by post. Please write your name, date of birth, and address on the back of your payment in **BLOCK CAPITALS**.

## Proof of identity

The MPS needs to be satisfied that you are who you say you are. Consequently Section 2 asks you to provide evidence of your identity and address by supplying copies of **at least two** official documents which between them provide sufficient information to prove your name (if the contact you have had with the MPS is in your maiden/other name, please provide additional documents in that name, i.e. marriage certificate, deed poll, etc), date of birth, current address and signature. *For example, a combination of driving licence, with a utility bill (dated within the last 6 months) or bank statement (dated within the last 6 months).* (Please note: if sending either a driving licence or passport you must also submit a utility bill or bank statement less than 6 months old – we do not accept a driving licence and passport sent together.) We reserve the right to request original documentation in some cases. All original documents will be returned by post.

## Address Details

You are asked to provide proof of your residential address as stated on this form. This is the address where your information will be sent unless an alternative delivery address has been provided on this form at the time of making your original application.

If you currently use a Post Office Box address as your main address for receipt of mail and consequently do not have proof of address as listed above, please supply copies of the Post Office box contract agreement or billing details to support your application.

## Returning this form

The completed form, with appropriate fee and proof of identity **must be returned by post** (it will **not** be accepted at your local police station) to:

MPS Public Access Office, PO Box 57192, London, SW6 1SF.

To deliver your application by courier please refer to Q21 of our FAQ's at [www.met.police.uk/information/faq.htm](http://www.met.police.uk/information/faq.htm).

Should any advice or guidance be required in completing this application, please contact:

**The MPS Public Access Office** (*address above*)

**Email:** [publicaccessoffice@met.police.uk](mailto:publicaccessoffice@met.police.uk) **Tel:** 020 7161 3500 (Mon – Fri 9 – 5.00pm)

## Fair Processing Information

The information is processed in accordance with our policing purpose as defined by the Code of Practice for the Management of Police Information (MoPI) as follows:

- Protecting life and property;
- Preserving order;
- Preventing the commission of offences;
- Bringing offenders to justice;
- Any duty or responsibility arising from common or statute law

If you or your client has any concerns or queries regarding the above processing please contact the Metropolitan Police Service Data Protection Officer (details provided below).

**Data Controller Details:** Commissioner for the Metropolis

**Information Commissioner's Office Data Controller Registration Number:** Z4888193

**Data Protection Officer Details:** Data Protection Officer, Public Access Office, PO Box 57192, London, SW6 1SF (Tel: 020 7161 3500)

For a copy of the Metropolitan Police Service's Fair Processing Notice please refer to the following link or contact the Data Protection Officer (details above):

<http://www.met.police.uk/foi/pdfs/otherinformation/corporate/paofairprocessingstatement.pdf>

**Applicant Check List – Before returning your form please check:**

Enclosed correct fee of £10 payable to the <b>Mayors Office for Policing and Crime (MOPC)</b>	<input type="checkbox"/>
Enclosed 2 ID documents, these must be official documents, as stated in the guidance notes and they must prove your NAME, DATE OF BIRTH, YOUR CURRENT ADDRESS AND SIGNATURE	<input type="checkbox"/>
Given us enough details to locate the information you have requested	<input type="checkbox"/>
Signed and dated the form	<input type="checkbox"/>
If you wish to take part in the customer satisfaction survey please tick the appropriate box on page 5	<input type="checkbox"/>

**Form Guidance:**

**PLEASE USE BLOCK CAPITALS and BLACK INK only throughout the form to assist in processing your request.**

**Section 1**

Provide the MPS with information to assist us in proving your identity. Please ensure that information has been completed correctly. All correspondence will be sent to your home address unless you have advised otherwise.

**Section 2**

You **MUST** supply two photocopies of different documents as detailed on the form.

**Section 3**

MPS specific information request. If you require MPS information please be as specific as possible about what information you require and any information that will assist us in locating that data i.e. dates, location etc.

**Section 4**

Declaration and signature.

**Section 5**

For MPS office use only.

**RESTRICTED (When Complete)**

<b>Section 1</b>		<b>About Yourself</b>	
Surname / Family Name			
First Name(s)			
Maiden / Other Name(s)			
Title (Mr, Mrs, Ms, Dr, Rev. etc)		Date of Birth (dd.mm.yyyy)	
Place of Birth (Town & County/Country)			
Height		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Residential Address <small>(Include Postcode – must <b>NOT</b> be a PO Box address) <i>This is the address to which all replies will be sent and must be the address you currently live at.</i></small>			
Alternative Delivery Address <small>Only to be completed if information is to be delivered to an address different to the above and must be provided at time of making original application - This may be a PO Box.</small>			
Preferred Telephone No's.*	1:	2:	
Preferred Email Address*	1:	2:	
<i>* Not mandatory, but these will assist us if we need to get back in touch with you to discuss your application</i>			
Previous Addresses <small>If you have lived at the above address(es) for less than ten years please give your previous addresses (including dates) for that period in the box to the right. Continue on a separate sheet if required</small>			

<b>Section 2</b>	<b>Proof of Identity Documents</b>
<p>To help establish your identity your application must be accompanied by copies of <b>two</b> different official documents which between them provide sufficient information to prove <b>your name, date of birth, current address and signature.</b> (Refer to Proof of Identity section on page 2.)</p>	

The information supplied in connection with this application will be used to administer this request and for the purposes we are registered with the Information Commissioner's Office under reference Z4888193

**RESTRICTED (When Complete)**

<b>Section 3 MPS Specific Information Request</b> <i>Please cross (x) appropriate box</i>	
<input type="checkbox"/> <b>MPS Service Case</b>	<p>If you wish to access personal data which may be held on MPS information systems. To help us find any information that may be held about you, please supply additional details in the boxes below.</p> <p><b>Please note, a failure to provide further information as listed below will result in your application being rejected and returned to you.</b></p> <p><b>Please continue on a separate sheet if you need to expand on any of the questions detailed below or describe the specific information you require.</b></p>
<b>Were you:</b> <i>(Please cross (x) relevant boxes)</i>	
A victim / informant / witness	<input type="checkbox"/>
Arrested / convicted / charged for an offence	<input type="checkbox"/>
A member of MPS staff	<input type="checkbox"/>
Please specify exactly what information you require (e.g. Crime Report)?	
What happened to cause you to have contact with the police?	
When did this happen? <i>(Please supply approximate dates if you cannot be certain)</i>	
Where did this happen and how was it reported?	
Relevant reference number(s) ie Crime Reference, CAD Number, Custody Reference	
If you have previously made a subject access request to the MPS please provide your previous reference number(s)	
<b>In order to assist us in improving the service we provide we would like to contact you to complete a customer satisfaction survey. Please put an x in the box if you are willing to take part in this survey</b>	<input type="checkbox"/>

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**RESTRICTED (When Complete)**

**Section 4 Declaration (to be signed by the applicant)**

- I have read and understood the Guidance Notes
- The information, which I have supplied in this application, is correct, and I am the person to whom it relates
- Enclosed original signed letter of authority or Power of Attorney if applicable
- Enclosed original signed letter of authority if you require us to speak to another person on your behalf

Signature		Date	
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**Warning - A person who impersonates another or attempts to impersonate another may be guilty of an offence. Your signature must match the one provided with your submitted identification documents. Applications will be rejected where signatures do not match.**

Should any advice or guidance be required in completing this application, please contact:

**The MPS Public Access Office** (address on page two of the guidance notes)  
**Email:** [publicaccessoffice@met.police.uk](mailto:publicaccessoffice@met.police.uk) **Tel:** 020 7161 3500 (Mon – Fri 9 – 5.00pm)

**Section 5 To be completed by officer receiving**

Check that the form has been completed and is legible and you are satisfied with the applicant's identity. Then complete the form below accordingly.

Application checked and legible?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Identification documents checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Identity document(s)	<input type="checkbox"/> Birth / adoption certificate	<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Medical Card
	<input type="checkbox"/> Utility Bill	<input type="checkbox"/> Driving Licence (No.) _____	
	<input type="checkbox"/> Passport (No.) _____	<input type="checkbox"/> Other (Specify) _____	
Fee paid	£	Receipt number	
Applicant name		Stationed at	
Method of payment	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> P.O. <input type="checkbox"/> Bankers draft		
Signature		Identity documents returned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Print name		Date	

Retention Period: 2 years  
 MP 15/12

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