



**RESTRICTED [when complete]**  
**Form A95: Application for access to information held  
 about you on Essex Police Local Systems**

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

**YOUR RIGHTS**

Subject to certain exemptions detailed in the Data protection Act 1998, you have the right to be told whether any information relating to you (your 'personal data') is held on the Police National Computer and a right of a copy of that personal data. The Chief Constable will only give that information if he is satisfied as to your identity, has sufficient information to locate the information you seek and the appropriate fee has been paid.

**FEE**

Payment must be in pounds sterling to the value of £10. **You are encouraged pay by cheque as regulations over the handling of cash are likely to delay your application.** Cheques etc. should be made payable to 'Essex Police'.

**PROOF OF IDENTITY AND CURRENT ADDRESS**

To establish your identity and address, this application must be accompanied by original document(s) bearing your surname, including your first name(s) in full, and current address – **photocopies are not acceptable** unless certified by a notary public or equivalent.

The following documents may serve this purpose; driving licence, passport, medical card, vehicle registration document, utility bill, or any other official document with your name and address on it.

If you use your passport as proof of identity there is no need to send any other proof of identity documents.

**COUNTERSIGNATURE**

This form needs to be countersigned by someone of standing (not a relative) who has known you for at least one year. See Section 3 of this form.

**Note: There is no need to obtain a countersignature if your current Passport is used as your proof of identity document.**

**RETURNING THIS FORM**

The completed form, with appropriate fee, proof of identity and countersignature should be returned to Essex Police using either of the following methods:

1. Posted to:

The Information Officer, Essex Police HQ,  
 PO Box 2,  
 Chelmsford  
 CM2 6DA

2. Handed into any main operational Essex Police station - excluding Police HQ

If you wish to access other information, held on the Police National Computer, please contact the Information Officer and ask for an A96 form.

Title (Mr, Mrs, Miss, Ms, Dr, Rev etc.) ..... Surname/Family Name .....

First Name(s) .....

Maiden/Former Name(s) ..... Gender (Male/Female) .....

Date of Birth ..... Place of Birth (Town & County/Country) .....

Height ..... Your vehicle make/model & registration (if your enquiry relates to your vehicle) .....

Home Address (include Postcode) .....  
*This is the address to which all replies will be sent, unless you specify otherwise* .....

Daytime Telephone Number(s) ..... Work ..... Home .....

*If you have lived at the above address for less than ten years please give your previous addresses for that period in the box to the right. Continue on a separate sheet if you need to.*

**Don't forget to return this application with a countersignature, £10 fee and proof of identity. Please do not send cash through the post.**

**2. What information are you seeking?**

To help us find the personal information about you, we will need further details as to why you think Essex Police holds information about you and/or under what circumstances you have had contact with Essex Police in the past. This will enable us to locate and search the relevant local system that may mention you.

In the box below please confirm:

- What information you are seeking from Essex Police;
  - Why you believe Essex Police holds your information;
  - The circumstances (if any) when you had contact with Essex Police (When, where, why, how, with whom).
- (Continue on a separate sheet if necessary)

**3. Countersignature (to be completed by some of standing, who knows the applicant)**

This form needs to be countersigned by someone of standing (not a relative) who has known you for at least one year, for example, your doctor, local councillor, religious minister, teacher, police officer, magistrate, solicitor, or other person of similar standing. Essex Police are likely to contact the person who countersigns this form.

**Note: There is no need to obtain a countersignature if your current Passport is used as your proof of identity document.**

I confirm that I have known the applicant for at least one year and to the best of my knowledge and belief the facts given by the applicant on this form relating to their identity are correct.

Signature..... Name ..... Date .....

Address .....

.....

..... Occupation ..... Daytime Phone Number .....

**4. 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.

Signature..... Date.....

**Warning – A person who impersonates another or attempts to impersonate another may be guilty of an offence**

**To be completed by officer receiving**

Application checked and legible? ..... Yes/No    Date application received complete.....

Identification documents checked? ..... Yes/No    Completed by: Rank ..... Number.....

Identity document(s) detail .....    Name .....

Identity document(s) returned?..... Yes/No    Stationed at .....

Fee paid £.....    Method of payment .....

Countersignature Checked..... Yes/No    Signature .....