



RESTRICTED WHEN COMPLETE

Form A96: Application for access to Prosecution, Conviction, Caution, Reprimand & Warning information held about you on the Police National Computer (PNC)

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 other Essex Police systems (collectively known as Essex Police Local Systems), please contact the Information Officer who will supply an A95 application form.

1. About Yourself *(Please use block capitals and black pen)*

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)*.....

Current Address (include Postcode)

This is the address to which all replies will be sent, unless you specify otherwise

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

Email Address(es) 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.

2. Application for information held on the Police National Computer (PNC)

This application form allows you access to details of Prosecutions, Convictions, Cautions, Reprimands and Warnings and includes details of offenders, suspected offenders, cautioned, reprimanded and warned persons awaiting trial. Not all prosecutions, convictions, cautions, reprimands and warnings are held on the PNC.

Other information may be held on the PNC. If you wish to access that please contact the Information Officer for further details at:

- Essex Police HQ, PO Box 2, Chelmsford CM2 6DA,
- Tel: 01245 452647
- email: datafoit@essex.pnn.police.uk

3. Countersignature *(to be completed by someone 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 (Please do not use 'Retired' as an occupation. 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

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

If a cheque or postal order is used for payment forward the cheque and form to the Information Officer at HQ. If payment is made using cash this should be handled in accordance with standard procedures..

The Information Officer will usually be available Monday to Friday 8 am to 4 pm on Ext. 53090. Alternatively you may email datafoi@essex.pnn.police.uk

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

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