



**CLEVELAND
POLICE**
Putting People First

CLEVELAND POLICE



INVESTOR IN PEOPLE

DATA PROTECTION ACT 1998

HOW TO APPLY FOR INFORMATION HELD BY THE POLICE

EVIDENCE OF CHARACTER

Police Forces within the United Kingdom DO NOT issue 'Certificates of Good Conduct' or 'Police Clearance Certificates'. Nor do they provide other evidence of good character. It should therefore be noted that the exercise of your rights under the subject access provisions of the Data Protection Act will **NOT** provide you with a certificate of this nature.

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/she is satisfied of your identity. He/She does not have to give you any information identifying 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 to you being given information and send it with your application.

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 by the Police are where information is held for:

- a) **The prevention or detection of crime** OR b) **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 **£10:00**. Cheques or Postal Orders should be made payable to:
'CLEVELAND POLICE AUTHORITY'

Proof of Identity

To establish your identity you **MUST** produce copies of documentation that clearly proves your:

- 1) **FULL NAME** (e.g. Passport, Driving Licence, Medical Card or Birth/Adoption Certificate)
- 2) **DATE of BIRTH** (e.g. Passport, Driving Licence, Medical Card or Birth/Adoption Certificate)
- 3) **CURRENT ADDRESS** (e.g. Bank/Building Society Book, Pension/Benefit Book, Gas/Electric/Telephone Bill)

PHOTOCOPIES OF ALL THE ABOVE DOCUMENTS ARE ACCEPTABLE AS PROOF OF IDENTITY

Cleveland Police cannot be held responsible for any original documentation which may be lost in the post
(therefore, we suggest you do not send original passports with your application)

When you have completed the form send it together with the required documentation, fee and a **stamped self-addressed envelope**, to:

Data Protection Officer (Dept SAR), Police Headquarters, P.O. Box 70, Ladgate Lane, Middlesbrough, TS8 9EH.

Please note:

A receipt for the fee will be returned to you (in the stamped self-addressed envelope) within one week.
The full response to your request for this information will take a maximum of six weeks.

Should any advice or guidance be required in completing this application

Please telephone Cleveland Police Data Control Unit on 01642 306818 [Monday - Friday 8am to 3pm]

CLEVELAND POLICE

Application for "Prosecution/Conviction History" from the Police National Computer* Details of Prosecutions, Convictions and Cautions

** If you require access to information other than Prosecutions, Convictions & Cautions, contact the Data Control Unit.*

PLEASE USE BLACK INK AND BLOCK CAPITALS
[One form per person]

Title (Mr. / Mrs. / Miss / Ms.) : _____	Other Title (Dr. / Rev. etc.) : _____
Surname / Family Name : _____	
First Names : _____	
Other Names (Maiden Name / Alias etc.) : _____	
Sex (Male / Female) : _____	Height : _____
Date of Birth : _____	
Place of Birth (Town / County) : _____	

<p>Home Address (Current) This is the address to which the reply will be sent. If you have lived at the address for less than 10 years, please give your previous addresses. Continue on another sheet, if required.</p> <p>_____</p> <p>_____</p>	
Post Code _____	Tel. No. _____
A telephone number will be helpful in case you need to be contacted	

<p>Home Address (Previous)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post Code _____</p>	<p>Home Address (Previous)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post Code _____</p>
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<p>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.</p>	
Signed : _____	Date : ____/____/____
<p>WARNING A PERSON WHO IMPERSONATES OR ATTEMPTS TO IMPERSONATE ANOTHER PERSON MAY BE GUILTY OF AN OFFENCE.</p>	

For official use only.	
DCU Ref. No. _____/_____	Date Received: ____/____/____