



RESTRICTED (when complete) FOI Section 40 personal data

Subject Access Request Form

Section 1: About Yourself	
Title	
Last Name	
First Names (include middle names)	
Maiden / Former Names	
Gender	
Date of Birth	
Current Home Address This must match the current address on your forms of identity (this is the address to which your reply will be posted)	
Telephone Number and/or E-mail address (not mandatory but could be helpful in case you need to be contacted)	
Proof of Identity	
<p>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.</p> <p>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).</p> <p>Examples for current address include utility bill (gas, water, electric or telephone) council tax bill, bank / credit card statement, correspondence from the Inland Revenue or Benefit Agency, mortgage lender, professional body, solicitor's letter, correspondence from your employer (e.g. payslip / letter of appointment).</p> <p>Failure to provide this proof of identity will prevent us from releasing information.</p>	

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:

Name (in capitals):

Date:

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

Data sought

When you have completed and checked this form, send it together with copies of the two identification documents to:

Police and Crime Commissioner West Mercia
Hindlip Hall
Worcester
WR3 8SP

If you have any queries regarding this form or your application you can contact the Office of the Police and Crime Commissioner using the following details:

Tel: 01905 331656
E-mail: opcc@westmercia.police.uk