



STATES OF JERSEY POLICE

* DATA PROTECTION (JERSEY) LAW 2005

** DATA PROTECTION ACT 1998

APPLICATION FOR INFORMATION

(* Applicable to the provision of information held on local computer systems.)

(** Applicable to the provision of information held on the Police National Computer System.)

These notes explain how you can find out what information, if any, is held about you on Police systems.

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 as to your identity and on payment of the appropriate fee.

Evidence of Character

In line with UK Policy, completion of this Subject Access application form will **NOT** provide you with a "Certificate of Good Conduct.

Visas for Australia, Belgium, Canada, New Zealand, South Africa and the USA

Individuals requiring Police Certificates for the purposes of application for emigration, visas, work permits or residency in the countries listed above should download an application form from the relevant issuing agency. The form can be accessed via the ACPO website. www.acpo.police.uk or telephone 0845 6013 999. Please do not complete this form.

The Chief Officer's Rights

The Chief Officer of Police concerned may deny access to information where the Law allows. The main exemptions in relation to information held on Police computers are where the information is held for:-

**The prevention or detection of crime;
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 for each category of information that you wish to access. Cheques/Postal Orders should be made payable to "The Treasurer of the States." Please do not send cash through the post.

Proof of Identity

Section 1 asks you to give information about yourself that will help the Chief Officer to confirm your identity. The Chief Officer has a duty to ensure that information is held securely and therefore must be fully satisfied as to your identity.

Section 3 asks you to provide evidence of your identity by producing documents with your application.

When you have completed the form you may either send it, together with the required fee, and copies of two official documents of identity to:-
The Vetting Unit Supervisor
States of Jersey Police
PO Box 789
Jersey
JE4 8ZD

Or deliver it in person to Police Headquarters where copies of your documents will be made for you.

PLEASE NOTE:- The Law requires that we reply to you within 40 days of receiving your fully completed application. **FAILURE TO PROVIDE ALL NECESSARY AND REQUIRED INFORMATION WILL DELAY YOUR APPLICATION.**

SECTION 1

About yourself

The information requested below is to help the Chief Officer (a) confirm your identity and (b) find any data held about you.

PLEASE USE BLOCK LETTERS AND BLACK INK

| | |
|---|--|
| Title (tick where appropriate) | Mr Mrs Miss Ms |
| Other title (eg Dr, Rev, etc.) | |
| Forename(s) | |
| Surname/family name | |
| Maiden/all previous names | |
| Sex (please tick) | Male Female |
| Date of Birth | |
| Place of Birth | Town |
| | Country |
| Current Address (The response will be sent to you at this address) | |
| Postcode | |
| Telephone number | |
| Email Address (if available) | |

A telephone number/email address will be helpful if we need to contact you regarding your application.

If you have lived at the above address **for less than 5 years**, please give your previous address(es) for that period below. Please continue on a separate sheet of paper should you need to supply additional information.

Previous Address(es)

| | |
|-------|-------|
| 1. | 2. |
| | |
| | |
| | |

SECTION 2

Information Required by Applicant:-

1.

If you require information from the Police National Computer about PROSECUTIONS. CONVICTIONS AND CAUTIONS HISTORY

Tick here - £10.00

Note: Data Protection Act, 1998 applies

2.

If you require information from the Jersey Criminal Record Index about CONVICTIONS AND PARISH HALL SANCTIONS

Tick here - £10.00

Note: Data Protection (Jersey) Law, 2005 applies.

PLEASE NOTE THAT SECTIONS 1 AND 2 ABOVE SHOULD BE COMPLETED IF A FULL CRIMINAL RECORD HISTORY IS REQUIRED. CERTAIN JERSEY CONVICTION INFORMATION MAY ONLY BE RECORDED ON THE POLICE NATIONAL COMPUTER, AND WILL NOT BE OBTAINABLE BY ONLY COMPLETING BOX 2.

3. If you require non-conviction information other than the above, please detail below as much information as possible—The cost of this type of Subject Access Request is £10.00, however checks under 2(2) and 2(3) can be combined under this single fee.

Note: Data Protection (Jersey) Law, 2005 applies.

Were you:- (tick box)

| |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

A person reporting an offence or incident

A witness to an offence or incident

A victim of an offence

Other – Please explain:-

Date, time and place of incident

Details of Incident

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Any other information you can provide

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SECTION 3

1. PROOF OF IDENTITY

To help establish your identity your application **must** be accompanied by copies of TWO official documents bearing your personal details, for example: driving licence, birth/adoption certificate, passport etc. When read together they should show your date of birth, current address and specimen of your signature. (If attending in person at Police Headquarters copies of identification documents will be made for you.)

2. 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.

Signed: Date:

**WARNING – A PERSON WHO IMPERSONATES OR ATTEMPTS TO IMPERSONATE ANOTHER
MAY BE GUILTY OF AN OFFENCE.**

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

The Vetting Unit Supervisor
States of Jersey Police
P.O. Box 789
Jersey
JE4 8ZD
Telephone (01534) 612315

General advice on the Data Protection (Jersey) Law, 2005 can be obtained from:-

The Office of the Data Protection Registrar
Morier House
Halkett Place
St. Helier
Jersey JE1 1DD

Please note that this application for access to information must be made direct to the States of Jersey Police

POLICE USE ONLY

This section is to be completed by the States of Jersey Police.

- | | |
|---|--------------------------------------|
| 1. Application Form checked and legible: YES/NO | 2. Fee Paid: |
| 3. Identification documents checked: YES/NO | 4. Cheque/Postal Order number: |
| 5. Details of Identity Documents: | |
| | |
| 6. Original Document Returned: YES/NO | 7. Date Application Received: |
| 8. Officer Completing this section: | |
| Rank: Number: Name: | |
| Officer's Signature: | |

NOTES TO ASSIST IN THE COMPLETION OF A SUBJECT ACCESS FORM

SECTION 1

- **ABOUT YOURSELF**

Make sure all personal details have been completed correctly

Note all correspondence will be sent to your home address

SECTION 2

- **INFORMATION REQUIRED**

If you require all information relating to convictions you should tick boxes 1 and 2. The States of Jersey Police enter certain conviction information onto the Police National Computer **only**. Accordingly, in order to obtain a complete criminal record, an applicant should request information held on the Local Conviction Database and the Police National Computer.

If you require information from any other computer, please provide as much information as possible, including where you think the information may be held and any dates that you can remember.

SECTION 3

- **PROOF OF IDENTITY**

You **MUST** supply two copies of official documents, which between them clearly show your name, signature, date of birth and current address.

- **DECLARATION AND SIGNATURE**

Ensure that you have signed the form in the appropriate place.

- **When you have completed the form correctly, please send it to:-**

**The Vetting Unit Supervisor
States of Jersey Police
PO Box 789
Jersey
JE4 8ZD**

- **Check that you have completed the personal details, signed the form, enclosed the two official documents required for identification purposes and a cheque or postal order for the appropriate fee made payable to “The Treasurer of the States.”**
- **Any form which does not contain all the above will not be accepted.**
- **The Law requires that we reply to you within 40 days of receiving your application. In all cases, we will endeavour to process your application as soon as possible.**