

Subject Access Request Form
 Submitted under the terms of
 the DATA PROTECTION ACT 1998
 PLEASE READ THE NOTES
 AND COMPLETE THE FORM USING
 BLOCK CAPITALS AND BLACK INK

Disclosure of Information
 Peterborough Passport Office
 Aragon Court, 1 Northminster Road
 Peterborough, PE1 1QG
 Tel: 01733-888242
 Fax: 01733-896956

The Data Protection Act 1998 allows you to get a copy of the information that is held about you. These rights are known as subject access requests (SAR). You will need to pay a £10 fee by cheque or postal order made payable to the Identity and Passport Service.

If you want to know what information the Identity and Passport Service (IPS) holds about you, you can complete a form or make a request in writing. You should be specific as possible about the information you require. The form is available here.

What information does the Identity and Passport Service hold?

IPS holds information relating to UK passports issued worldwide and information obtained under the Identity Cards Act 2006.

Verifying your identity before we release any information about you

We need to be assured of your identity before we release information. If you have an identity card, we will call you back on receipt of your SAR to verify your identity using your security questions.

If you have not registered security questions with IPS, or only have a passport record you must provide a copy of your passport; or a copy of your driving licence; or an original bank statement, credit card statement or utility bill - or other document which will help prove your identity.

Information in your passport/identity card record

If you want information relating to your passport/identity card record, it will help us to locate your details if you can tell us your passport/identity card number, where and when it was issued and any other information that may be relevant (such as whether you have reported it lost or stolen).

Telephone conversations between our representatives and you

IPS may also retain recordings of telephone conversations. If you feel that we may hold this information on you and you want a copy of it, you must tell us the date and time of the call, as well as the name and postcode you gave our operator/representative and the telephone number from which you called.

CCTV footage of your visit to our offices

CCTV is used in most of our offices. If you have attended one of our offices and would like a copy of the CCTV footage gathered at the time, you must tell us which office you visited and the date and time you were there.

Other information about you

If you feel that IPS holds information about you that is not related to a passport or identity card application, we will need as many details as possible to help us carry out any searches. This may include any dates or reference numbers relating to your correspondence with us.

1. DATA SUBJECT DETAILS

| | | | |
|---------------------------|----------------------|----------------|--|
| Title: | <input type="text"/> | Sex: | <input type="text" value="Male / Female"/> |
| Forenames in full: | <input type="text"/> | Date of Birth: | <input type="text"/> |
| Surname or Family Name: | <input type="text"/> | | |
| Place of Birth: | <input type="text"/> | | |
| Previous Name(s): | <input type="text"/> | | |
| Date of Name Change: | <input type="text"/> | | |
| Current Address: | <input type="text"/> | | |
| | <input type="text"/> | | |
| | <input type="text"/> | | |
| Postcode: | <input type="text"/> | | |
| Contact Telephone Number: | <input type="text"/> | | |

2. FEE

Please enclose your payment of £10 (non-refundable). A cheque or postal order should be crossed and made payable to: the Identity & Passport Service. Please note: do not send cash.

For Office use only: Received: £ Cashed by: Date:

3. PASSPORT INFORMATION

If you need to know information about your current or previous passport(s) please provide the following details:

| Passport Number | Date of Issue | Place of Issue |
|-----------------|---------------|----------------|
| | | |
| | | |

Please inform us what information you require in relation to any passport records found:

| |
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Your application must be accompanied by a photocopy of the Data Subject's passport, if available, or an original one of the following (Please tick the appropriate box):

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Driving Licence | Bank Statement | Credit Card Statement | Utility Bill | Other (Please specify) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. IDENTITY CARD INFORMATION

If you need to know information about your current or previous identity card(s) please provide the following details:

| Identity Card Number | Date of Issue |
|----------------------|---------------|
| | |
| | |

Please inform us what information you require in relation to any identity card records found:

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5. NON-PASSPORT / IDENTITY CARD RELATED INFORMATION

Only complete this section if you require a search for information relating to a matter not directly connected to a passport or identity card application.

| | |
|--------------------------|--|
| Any Reference Number(s): | |
| Date of contact: | |
| Reason for contact: | |
| Office/Department: | |
| Name of respondent: | |

6. CORRESPONDENCE

Only complete this section if you require a search for copies of correspondence with IPS not directly connected to your passport or identity card application.

| | |
|--------------------------|--|
| IPS Reference Number(s): | |
| Date of correspondence: | |
| Office: | |
| Name of respondent: | |

7. TELEPHONE CALLS

Only complete this section if you require a recording of a telephone call:

| | | | |
|------------------------------------|----------------------|-------------------------|----------------------|
| Date of telephone call: | <input type="text"/> | Exact time of the call: | <input type="text"/> |
| Your phone number at time of call: | <input type="text"/> | | |
| Your name at time of call: | <input type="text"/> | | |
| Your postcode at time of call: | <input type="text"/> | | |

8. CCTV RECORDINGS

Only complete this section if you require a CCTV recording. **Please note:** You may be required to provide a photograph of yourself to be identified on any CCTV footage that IPS may hold.

| | |
|----------------------------|----------------------|
| Office location of camera: | <input type="text"/> |
| Date and time: | <input type="text"/> |

9. INTERVIEW RECORDINGS

Only complete this section if you require an interview recording:

| | | | |
|---------|----------------------|----------------|----------------------|
| Office: | <input type="text"/> | Date and time: | <input type="text"/> |
|---------|----------------------|----------------|----------------------|

10. SIGNATURE

If someone is making the request on your behalf, please leave this section and ensure sections 11 and 12 are completed.

| | | | |
|---------|----------------------|-------|----------------------|
| Signed: | <input type="text"/> | Date: | <input type="text"/> |
|---------|----------------------|-------|----------------------|

11. DECLARATION BY AGENT ACTING ON BEHALF OF THE DATA SUBJECT

| | | | |
|-------------------------|----------------------|--|--|
| Title: | <input type="text"/> | What is your relationship to the Data Subject? | <input type="text"/> |
| Forenames in full: | <input type="text"/> | | |
| Surname or Family Name: | <input type="text"/> | Contact Telephone number(s) | Day: <input type="text"/> Evening: <input type="text"/> |
| Current Address: | <input type="text"/> | | |
| Postcode: | <input type="text"/> | | |

I confirm that I am acting on behalf of the Data Subject mentioned in Section 1 above. I attach the proof of identity itemised in section 2 above.

| | | | |
|---------|----------------------|-------|----------------------|
| Signed: | <input type="text"/> | Date: | <input type="text"/> |
|---------|----------------------|-------|----------------------|

12. DECLARATION BY DATA SUBJECT GIVING AUTHORISATION FOR DISCLOSURE TO A THIRD PARTY

I hereby authorise the Identity and Passport Service to disclose any information relating to my current and/or previous passports and identity cards to the person or organisation mentioned in Section 11 above.

| | | | |
|---------|----------------------|-------|----------------------|
| Signed: | <input type="text"/> | Date: | <input type="text"/> |
|---------|----------------------|-------|----------------------|