



ISLE OF MAN CONSTABULARY

HOW TO APPLY FOR ACCESS TO INFORMATION HELD BY THE POLICE

EVIDENCE OF CHARACTER

Police Forces within the British Isles DO NOT issue documents variously described as 'certificates of good conduct' or Police 'clearance certificates'. Neither do they provide other evidence of good character. It should therefore be noted that the exercise of your rights is provided under the Subject Access provisions of the Data Protection Act 2002, although this 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 be provided with a copy of the information. The Chief Officer of Police will only be able to provide that information if satisfied of your identity. You are not entitled to information identifying another individual, unless they agree. If you think that information might be held about you that may identify another person, you may wish to get their prior agreement and send it in with your application.

CHIEF OFFICER'S RIGHTS

You may find that not all of the information has been provided. That is because there are certain exemptions for certain information held by the Police in relation to:

- the prevention or detection of crime; or
- the apprehension or prosecution of offenders,

where providing the information would be likely to prejudice any of these purposes.

In order to locate the information that may be held, and in order to confirm your identity, please provide the information requested.

1. ABOUT YOURSELF

Title (Mr, Mrs, Miss, Dr)	
Surname/Family Name	
First Names	
Maiden/Former Names, or any other names used	
Date of Birth	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Place of Birth	
Height	
Home Address:	
Postcode	
Date From	
Date To	
Tel No:	
Email address:	

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If you have lived at the above address for less than 10 years, please give your previous address for that period below, and indicate the dates you resided at that address. **NB - If you have any convictions more than 10 years old, please provide previous addresses**

1B. TO HELP US FIND THE INFORMATION

If the category of information you have requested refers to a specific offence or incident, please complete Section 1b.

Please complete a separate box in respect of different categories/incident/involvement. Continue on a separate sheet, in the same way, if necessary

Were you:

- | | | | |
|---------------------------------|--------------------------|---|--------------------------|
| A person reporting the incident | <input type="checkbox"/> | A witness to an offence or incident | <input type="checkbox"/> |
| A victim of an offence | <input type="checkbox"/> | A person accused or convicted of an offence | <input type="checkbox"/> |

Other (Please provide information)

1C. ABOUT YOUR PROPERTY (where applicable)

Make	
Model	
Registration Number	
Other	

2. CATEGORIES OF INFORMATION HELD ON THE POLICE NATIONAL COMPUTER

Your personal information may be held on the Police National Computer relating to the following categories of information. Please tick the relevant categories you wish to access.

- | | |
|--|--------------------------|
| (a) Prosecution/Conviction History | <input type="checkbox"/> |
| This contains details of offenders, suspected offenders, cautioned persons, and those awaiting trial | |
| NB not all prosecutions/convictions/cautions are held on Police computers | |
- | | |
|--|--------------------------|
| (b) Disqualified Drivers | <input type="checkbox"/> |
| Persons who are currently disqualified from holding or obtaining a UK driving licence by order of a UK Court | |
- | | |
|--|--------------------------|
| (c) Wanted/Missing Persons | <input type="checkbox"/> |
| Those who are sought by the Police and unidentified people found | |
- | | |
|---|--------------------------|
| (d) Fingerprints | <input type="checkbox"/> |
| This contains information relating to fingerprint records | |
- | | |
|---|--------------------------|
| (e) Vehicle Owners/Keepers | <input type="checkbox"/> |
| Details of vehicle owners /keepers registered with DVLA | |
- | | |
|---|--------------------------|
| (f) Stolen/Suspect Vehicles/Property | <input type="checkbox"/> |
| Information held in relation to vehicles and other property of interest to the Police | |

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5. FEES:

A fee of £10 sterling is required. Cheques and Postal Orders should be made payable to IOM Government

6. DECLARATION

To the best of my knowledge and belief, the information provided on this form is correct and complete, and I am the person to whom it relates. **NB: a person who impersonates or attempts to impersonate another may be guilty of an offence.**

Signature: _____	Name: _____
Date: _____	Tel No: _____

CHECKLIST

<p>To be completed by the applicant:</p> <p>Have you:</p> <p>Completed All sections of the form <input type="checkbox"/></p> <p>Enclosed the correct fee <input type="checkbox"/></p> <p>Enclosed two different forms of I.D. <input type="checkbox"/></p> <p>Indicated the categories of data required <input type="checkbox"/></p>	<p>For Official Use Only:</p> <p>All sections of form completed: <input type="checkbox"/></p> <p>Fee received: <input type="checkbox"/></p> <p>Cheque/Cash/PO Identification received: <input type="checkbox"/></p> <p>Passport/Driving Licence/Birth Certificate/Medical Card <input type="checkbox"/></p> <p>ID Documents returned <input type="checkbox"/></p> <p>Checked by.....</p> <p>Receipt No</p> <p>Receipt date</p> <p>Return date.....</p>
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WHAT TO DO NOW

Please return this completed form together with the required documentation and fee to:

**The Chief Constable
Isle of Man Constabulary (Subject Access)
Police Headquarters
Douglas
Isle of Man
IM2 4RG**

The Constabulary is required by the provisions of the Data Protection Act 2002, to provide you with the requested information within 40 days of receipt of this form, however, if you have any further queries regarding your application, please contact the Data Protection and Information Security Officer at the above address.