

Scottish Crime and Drug Enforcement Agency (SCDEA) Data Protection Act 1998 - Subject Access Form

Please note that SCDEA **cannot** provide information from the **Police National Computer (PNC)**, (the PNC holds details of English and Welsh convictions), or any other Police database as required for emigration to many countries, including Australia and the USA. Should you require information from the PNC or information from police databases for employment overseas or emigration, please contact the Police Force in the area in which you reside or last resided.

If your requirement is only for a copy of your **unspent conviction history**, this can be obtained by applying to: **Disclosure Scotland**, 1 Pacific Quay, Glasgow, G51 1EA (Tel: 0141 585 8495) who will provide you with a Criminal Conviction Certificate (a Basic Disclosure). This Certificate can also be obtained online: <http://www.disclosurescotland.co.uk/apply/>

If you require a copy of your **Scottish Conviction History**, please go to the Scottish Police Services Authority (SPSA) website and complete the SPSA form: http://www.spsa.police.uk/foi/data_protection or Tel: 0141 585 8408.

PROOF OF IDENTITY and PAYMENT

To help us establish your identity, your application should be accompanied by two official documents e.g. birth/adoption certificate, driving licence, passport, medical card, etc., any original documents will be returned with our reply to your request. SCDEA cannot accept liability for the loss of documents in transit. Please note: photocopies are acceptable. It is essential that there is confirmation of your date of birth and address. Note: The Director General will only provide information if he is fully satisfied as to your identity.

The SCDEA will require payment of a £10 fee before your request can be processed. Cheques/Postal Orders should be made payable to 'Scottish Crime and Drug Enforcement Agency'. Credit cards are not acceptable.

YOUR PERSONAL DETAILS (Please use block capitals and black ink)

* TITLE	Mr Mrs Miss Ms		
SURNAME / FAMILY NAME			
FIRST NAME(S)			
OTHER/FORMER NAMES/MAIDEN NAME/ALIASES			
* SEX	Female	Male	
DATE OF BIRTH		PLACE OF BIRTH	
HOME ADDRESS			
		POSTCODE	

* DELETE AS APPROPRIATE

PREVIOUS ADDRESS(ES) IF YOU HAVE LIVED LESS THAN 3 YEARS AT THE ABOVE ADDRESS

(Continue on a separate piece of paper if necessary)

A TELEPHONE NUMBER AND / OR EMAIL ADDRESS MUST BE PROVIDED IN CASE YOU NEED TO BE CONTACTED

Telephone Number

Email Address

TO HELP US FIND THE INFORMATION

Where you think the SCDEA may hold information about you, it would be helpful if you can provide details on what personal information you are seeking to obtain.

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 by:

If you are authorising someone to act on your behalf, written confirmation of authority must be enclosed with the form.

Warning: A person who impersonates or attempts to impersonate another commits an offence.

Send completed form to: Information Assurance Officer, SCDEA, Osprey House, Inchinnan Road, Paisley, PA3 2RE.

Once the SCDEA has received your completed application, the process to provide you with information can take up to 40 days.

THIS SECTION IS FOR OFFICIAL USE ONLY

Date received: _____

Checked/Legible: Yes / No

Details of Identification documents: _____

Documents checked: Yes / No

Date returned originals: _____

£10 fee enclosed: Yes / No

Receipt number: _____

Date request completed: _____