



## DATA SUBJECT ACCESS REQUEST APPLICATION

### Section 1 – About yourself

The information requested below is to help the Crown Office and Procurator Fiscal Service (a) satisfy ourselves as to your identity and (b) find any data about you if it exists.

**Surname:**

**Title:**

**Forename(s):**

**Maiden/former name** *(where applicable):*

**Sex** *(please circle):* **Male**

**Female**

**Date of birth:**

**Place of birth: Town:**

**County:**

**Current Address:**

### Section 2 – Information required

**Please provide as much of the following information as possible.**

**Were you** *(circle as appropriate)*

**An accused in any criminal case(s) \***

**A victim or witness in any criminal case(s) \***

**Other** *(please specify below):*

**Name of accused** *(if not you):*

**The offence(s) that the accused was prosecuted for:**

**Case reference number** *(if known)*

**Name of COPFS office that dealt with the case:**

**Name of Court:**

**The approximate date when the case was last in court:**

**Any other information that you can provide:**

### **Section 3 – Proof of identity**

To help establish your identity copies of TWO official documents must accompany your application form, which between them clearly show:

- **Your name;**
- **Date of birth; and**
- **Current address**

For example a photocopy of a driving licence, birth/adoption certificate, passport and any other official document, which shows your name and address.

### **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.

Signature:

Date:

### **Warning**

**A person who impersonates or attempts to impersonate another with the intention of obtaining information to which he or she is not entitled may be guilty of an offence.**

Please send completed forms to:

**The Data Protection Co-ordinator,  
Crown Office Policy Group,  
25 Chambers Street,  
Edinburgh  
EH1 1LA**

General advice on the Data Protection Act 1998 can be obtained from:

**The Information Commissioner  
Wycliffe House,  
Walter Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF**