



**DATA SUBJECT ACCESS REQUEST APPLICATION**

**SECTION 1 – ABOUT YOURSELF**

The information we ask for below is to help the Crown Office and Procurator Fiscal Service to

(a) satisfy ourselves as to your identity and (b) find any data about you that we have.

|   |   |
|---|---|
| <b>FULL NAME</b>  |   |
| <b>OTHER NAME</b> eg<br>maiden name or alias (if<br>applicable) |   |
| <b>DATE OF BIRTH</b>  |   |
| <b>PLACE OF BIRTH</b>   | <b>TOWN:</b><br><br><b>COUNTY:</b><br><br><b>COUNTRY:</b> |
| <b>CURRENT ADDRESS</b>  |   |

## SECTION 2 – INFORMATION REQUIRED

Please provide as much of the following information as you can.

|  |   |
|--|---|
| <b>Were you</b>  | <b>An accused in any criminal case?</b> <input type="checkbox"/>          |
|  | <b>A victim or witness in any criminal case?</b> <input type="checkbox"/> |
|  | <b>Other?</b> <input type="checkbox"/>                                    |
| <b>If other, please specify details</b>                          |   |
| <b>Name of Accused (if not you)</b>                              |   |
| <b>Offence(s) accused was prosecuted for</b>                     |   |
| <b>Case Reference Number</b>                                     |   |
| <b>Procurator Fiscal Office that dealt with the case</b>         |   |
| <b>Name of Court</b>   |   |
| <b>Approximate date when case was last in court</b>              |   |
| <b>Any other information that you can provide about the case</b> |   |

**Please specify the particular information you are looking for. If you ask for “all information held about me” your request is likely to be refused as being for unstructured data in terms of the Data Protection Act 1998.**

### **SECTION 3 – PROOF OF IDENTITY**

To help establish your identity copies of TWO official documents must be sent with your application form. These documents between them must show:

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

for example a photocopy of a driving licence, birth/adoption certificate, passport or 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 Response & Information Unit  
Policy Division  
Crown Office  
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**