

# Data subject access request form (under 18)

If you are under the age of 18, you should only fill in section 1, section 2 and section 3. You can use section 6 for advice on how to submit your request.

If you require any assistance with your request, you can contact [SubjectAccessRequests@copfs.gov.uk](mailto:SubjectAccessRequests@copfs.gov.uk) or you can call 0300 020 3000 and ask to speak to a member of the Subject Access Team within the Information Governance and Security Assurance Unit.

You can submit this form by emailing it to [SubjectAccessRequests@copfs.gov.uk](mailto:SubjectAccessRequests@copfs.gov.uk), or by posting it to:

Information Governance and Security Assurance Unit  
Crown Office  
25 Chambers St  
Edinburgh  
EH1 1LA

## Section 1: Personal Details

COPFS require this information to help us confirm your identity and to help us find the data we hold on you.

|  |  |
| --- | --- |
| What is your full name? |  |
| Do you have any other names? |  |
| What is your date of birth? |  |
| What is your current home address? |  |

## Section 2: Information Required

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

|  |  |
| --- | --- |
| How were you involved in this case? | An accused in any criminal case?  A victim or witness in any criminal case?  Other? |
| If you ticked the box ‘other’, please explain |  |
| Do you know the name of the accused  *(if not you)* |  |
| What was the nature of the offences? For example, assault, being abusive by shouting or something else. |  |
| Do you know the case reference number? *(this is held on all letters we have sent you)* |  |
| Do you know which court this case called in? *(for example, this could have called in Glasgow)* |  |
| Do you know roughly when you were at court? |  |
| Please tell us anything else you know about this case. |  |

|  |
| --- |
| *Please tell us what you would like. For example, you could receive your name and address, your witness statement, the charges, a summary of the evidence or more.* |

## Section 3: Proof of Identity

We need to see some things to know who you are. You need to send us copies of two important documents.

These documents must tell us:

* Your full name
* When your birthday is
* Where you live now

These documents can include a birth or adoption certificate passport, or even a bus pass if it has your name on it. If you are not sure, contact us and we can help.

### 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

Pretending to be someone else to find out things you're not allowed to know is wrong, and may result in the police being contacted.