

SUBJECT ACCESS REQUEST FORM

Please complete this form in full to request a copy of any information we hold about you on the National Fraud Database and/or the Internal Fraud Database. Failure to complete all relevant sections will result in a delay to your enquiry.

Section 1: Your Details (Use additional sheets where necessary)

*Title	*First Name(s)	*Surname	*Date of Birth					
			D	D	M	M	Y	Y

*Current Address:	
*Postcode:	

Previous Address: (if within last 5 years)	
Time at address (approx):	

Section 2: Proof of Identity

You must enclose two proofs of your identity, one from each of the two lists below. For each list, you should tick the appropriate box to indicate which document you have included.

One must be an original document, not a copy. Original documents will be returned to you. **Please note that documents printed from the internet are not acceptable.** Due to the risk of theft in transit, **do not send your original passport or driving licence** – send a photocopy instead.

List A: Enclose a **clear photocopy** of **one** of the following documents:

	A valid signed passport including photograph
	A valid UK Photo-Card Driving Licence (Full or Provisional) including the Paper Counterpart or a valid (old style) UK Driving Licence
	A valid Biometric Residence Permit including Photocard (BRPs)
	Recent Evidence of entitlement to a state or local authority funded benefit (including housing benefit and council tax benefit), tax credit, pension, educational or other grant
	National Identity Card (non-UK nationals)
	Identity Card issued by the Electoral office for Northern Ireland
	Firearms certificate or shotgun licence

Please note that this Subject Access Request will only include Cifas data about you and not public information or payment history data. **By signing this document you signify that you have read and completed all sections accurately and that you have enclosed the necessary documentation and payment:**

***Signed:**

***Date:**

Return this completed form WITH PAYMENT to:

The Compliance Officer
Cifas, 6th Floor,
Lynton House
7-12 Tavistock Square,
London, WC1H 9LT