

### HOW TO APPLY - SUBJECT ACCESS REQUEST

- **FULLY COMPLETED APPLICATION FORM:** Ensure all sections are completed in BLOCK CAPITALS. Fields that are not applicable should be marked N/A. Original signatures are required throughout.
- **SUBMIT FORM:** Submit your completed application form and an acceptable form of identification at our Reception at New Mole House which is open on:
  - Monday to Thursday 0830 hrs to 1500 hrs
  - Friday 0830 hrs to 1430 hrs.
 Alternatively, please post these to
 

**Force Administration**  
 Royal Gibraltar Police  
 New Mole House  
 Rosia Road  
 Gibraltar

 Or scan and send to us via email to [forceadmin@royalgib.police.gi](mailto:forceadmin@royalgib.police.gi)
- **ACCEPTABLE FORMS OF IDENTIFICATION:** Passport and ID card will be accepted as valid forms of identification providing they clearly show your photograph, personal information, expiry date and nationality. A copy will be made at the Police Station when you hand in your application.
- **SIGNED APPLICANT'S DECLARATION:** Original signatures are required throughout.
- **COLLECTION:** SAR Certificates can be collected from New Mole House Police Station. If a certificate is collected by someone other than the applicant, the person collecting the certificate is required to submit to us a letter of authorisation from the applicant together with a form of ID. (See above ACCEPTABLE FORMS OF IDENTIFICATION)

**NO CERTIFICATES CONTAINING SENSITIVE PERSONAL DATA WILL BE ISSUED TO NON-APPLICANTS.  
NO CERTIFICATE WILL BE ISSUED FOR EMPLOYMENT PURPOSES LOCALLY.**

*Further information on Pre-Employment Vetting and GDPR Data Protection Rights of Individuals can be obtained from the Gibraltar Regulatory Authority (GRA) [www.gra.gi](http://www.gra.gi)*

#### FOR OFFICE USE ONLY

<b>Certificate No.:</b>		<b>Date:</b>	
<b>Date Collected:</b>	DD / MM / YYYY	<b>Issued By:</b>	
<b>Signature of Person Collecting:</b>			
<b>Name of Person Collecting:</b>			
<input type="checkbox"/> There are no previous convictions recorded against the applicant		OFFICE STAMP	
<input type="checkbox"/> Attached, please find conviction(s)			



**PERSONAL INFORMATION**

<b>Title:</b>	Mr.    Mrs.    Miss.    Ms.    Other (please specify):
<b>Forename(s):</b>	
<b>Surname(s) (Family Name):</b>	
<b>Previous Name:</b>	
<b>Date of Birth:</b>	DD / MM / YYYY
<b>Place of Birth (Including Town and Country):</b>	
<b>Passport or Identity Card Number:</b>	

**CONTACT DETAILS**

**NOTE:** Providing these details may reduce any delay in processing your application should the RGP need to contact you to clarify any of the information you have given. By providing these details, you give consent for the RGP to contact you by this method.

<b>Contact Tel No. 1:</b>		<b>Contact Tel No. 2:</b>	
<b>Email Address:</b>			
<b>Current Address: (This is the current address at which you reside not a PO Box)</b>			



**ADDRESS HISTORY**

**Note:** Please state all addresses applicant has resided at during the last seven years. If Applicant has moved to Gibraltar from abroad within the last five years please state last address prior to moving to Gibraltar

ADDRESS	DATE FROM (mm/yyyy)

**REASON FOR APPLYING**

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Immigration Purposes         | <input type="checkbox"/> Education |
| <input type="checkbox"/> Housing                      | <input type="checkbox"/> Firearm   |
| <input type="checkbox"/> Citizenship                  | <input type="checkbox"/> Passport  |
| <input type="checkbox"/> Other (Please specify) ..... |                                    |
| .....   |                                    |

**APPLICANT DECLARATION**

The information I have supplied in this application is correct and I am the person to whom it relates. By signing this form I accept the terms and conditions and I confirm that I wish to be supplied with information held about my conviction history by the Royal Gibraltar Police.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**A person who impersonates or attempts to impersonate another person may be guilty of an offence.**



## PRIVACY NOTICE

This Privacy Notice is issued in accordance with GDPR.

We need to handle personal information about you so that we can provide better services for you. This is how we look after that information. When we ask you for personal information, we promise:

- To make sure you know why we need it
- To ask only for what we need, and not to collect too much or irrelevant information
- To protect it and make sure nobody has access to it who shouldn't
- To let you know if we share it with other organisations
- To make sure we don't keep it longer than necessary

In return, we ask you to:

- Give us accurate information
- Tell us as soon as possible if there are any changes, such as a new address. This helps us to keep your information reliable and up to date

You can get more details on:

- How to find out what information we hold about you and how to ask us to correct any mistakes
- Agreements we have with other organisations for sharing information
- Circumstances where we can pass on your personal information without telling you, for example, to prevent and detect crime or to produce anonymised statistics
- Our instructions to staff on how to collect, use and delete your personal information
- How we check the information we hold is accurate and up to date
- How to make a complaint

For more information please go to [www.police.gi](http://www.police.gi)