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| **HOW TO APPLY – APPLICATION TO ACCESS YOUR PERSONAL DATA (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, post to us or scan and email us. | | |
| **Reception New Mole House**  **Opening Hours**  Monday to Thursday 0830 hrs to 1500 hrs  Friday 0830 hrs to 1430 hrs | **Postal Address**  Force Administration  Royal Gibraltar Police  New Mole House  Rosia Road  Gibraltar | 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) | | |

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| **FOR OFFICE USE ONLY** | | | | | | |
| **Certificate No.:** | |  | | **Date:** | |  |
| **Date Collected:** | | **D D / M M / Y Y Y Y** | | **Issued By:** | |  |
| **Signature of Person Collecting:** | | |  | | | |
| **Name of Person Collecting:** | | |  | | | |
| 🞏 | There are no previous convictions recorded against the applicant | | | | OFFICE STAMP | |
| 🞏 | Attached, please find conviction(s) | | | |

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| **PERSONAL INFORMATION** | |
| **Title:** | Mr. Mrs. Miss. Ms. Other (please specify): |
| **Forename(s):** |  |
| **Surname(s):** |  |
| **Previous Name:** |  |
| **Date of Birth:** | **D D / M M / Y Y Y Y** |
| **Place of Birth (Including Town and Country):** |  |
| **Passport or Identity Card Number:** |  |

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

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| **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)** |
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| **REASON FOR APPLYING** | | |
| **Please specify:** |  |

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| **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.** |

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| **PRIVACY NOTICE** |
| The information supplied in connection with this application will be used to administer this request and will be retained for a period not exceeding 2 years. The Royal Gibraltar Police processes all personal information in accordance with the General Data Protection Regulation and Data Protection Act 2004.  Further information in relation to this can be found on our website [www.police.gi](http://www.police.gi) |

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