



Home Office

Identity & Passport Service

Headquarters
Identity and Passport Service
Parliamentary & Correspondence
Management Team
4th Floor, Peel Building, SE
2 Marsham Street
London
SW1P 4DF

Tel (0207) 752 7362
Fax (0870) 336 9175
Email hqenquiries@ips.gsi.gov.uk
Web www.homeoffice.gov.uk/ips

Xxxx Xxxxxxxx
Xxxxxxxx

Our Reference: FOICR 21899/12

29 March 2012

Dear Xxxxxxxx

FREEDOM OF INFORMATION REQUEST

Thank you for your e-mail of 1 March, in which you ask for information on the Identity and Passport Service (IPS) record retention. Your request has been handled as a request for information under the Freedom of Information Act 2000.

I am able to disclose the information set out in the enclosed Annex.

In keeping with the Freedom of Information Act, we assume that all information can be released to the public unless it is exempt. In line with normal practice we are therefore releasing the information which you requested via the Home Office website.

I hope that this information meets your requirements. I would like to assure you that we have provided you with all relevant information that IPS holds.

If you are dissatisfied with this response you may request an independent internal review of our handling of your request by submitting a complaint within two months to the address below, quoting reference FOICR 21899/12. If you ask for an internal review, it would be helpful if you could say why you are dissatisfied with the response.

Information Access Team
Home Office
Ground Floor, Seacole Building
2 Marsham Street
London SW1P 4DF

Passport Adviceline: 0300 222 0000
Email us at hqenquiries@ips.gsi.gov.uk.
Visit our website at www.homeoffice.gov.uk/ips



e-mail: FOIRequests@homeoffice.gsi.gov.uk

As part of any internal review the Department's handling of your information request will be reassessed by staff who were not involved in providing you with this response. If you remain dissatisfied after this internal review, you would have a right of complaint to the Information Commissioner as established by section 50 of the Freedom of Information Act.

Yours sincerely

X Xxxxxx
Parliamentary & Correspondence Management Team

Freedom of Information request from Xxxx Xxxxx (reference 21899/12)

Information requested

1) What records are kept in respect of passport issued between 1919 and 2012?

The index is a record of the personal particulars for holders of a United Kingdom passport compiled from the index cards completed for each application from passport issuing authorities in the United Kingdom, Channel Islands, Isle of Man and from Embassies, High Commissions and Consulates abroad. For the dates in question 1919 - 1996 these records are held on microfilm, 1996 -2012 are computerised records.

2) Do you hold these records for passports issued in the United Kingdom and overseas?

We hold United Kingdom and overseas issues. The records for passports issued prior to a country's independence are usually retained in the British Consulate in that country.

3) In respect of passports issued between 1962 and 1983, do your records show the 'government' by whom the the passport was issued? This refers to the issue raised in Regina -v- The Secretary of State for The Home Department, ex parte Bhurosah [1968] 1 QB 266

No, records do not show the 'government' by whom the passport was issued. Where records are kept on passports issued, these do not indicate the country in which the passports are actually issued.

4) In what format are the records held?

From 1919 -1996 microfilm and 1996 to 2012 computerised records.

5) After how long do the records enter the public domain, that is to say, for how long are the records only available to the subject by way of a subject access request rather than as a public record?

The records are not and will not become available in the public domain, information from the records are only available by submitting a Subject Access Request

6) What is the procedure for obtaining the records, either by subject access or freedom of information request?

Procedure is given in the Privacy page on the Home Office website, <http://www.homeoffice.gov.uk/agencies-public-bodies/ips/t-c/privacy/>

Date ** March 2012