

# Application for Record Deletion

**This Application Form must be completed in Black Ink using BLOCK CAPITALS**

Personal Information			
<b>Title:</b>		Mr Mrs Miss Ms Other (please specify):	
<b>Forename(s):</b>			
<b>Surname (Family Name):</b>			
<b>Previous Name:</b>			
<b>Date of Birth:</b>		d d / m m / y y y y	
<b>Place of Birth:</b>	<b>Town:</b>		
	<b>Country:</b>		
<b>Gender:</b>		<input type="checkbox"/> Male	<input type="checkbox"/> Female
<b>Ethnic Appearance:</b>		<input type="checkbox"/> White North European	<input type="checkbox"/> White South European
		<input type="checkbox"/> Chinese, Japanese or South East Asian	<input type="checkbox"/> Middle Eastern
		<input type="checkbox"/> Other or Declined	<input type="checkbox"/> Asian
<b>Current Address:</b>			
<small>This is the address the Police will send the decision letter to.</small>			
<b>Address provided when arrested / charged:</b>			
<small>Write AS ABOVE if this address is the same as current address.</small>			
Contact Details			
Providing these details may reduce any delay in processing your application should the Police need to contact you to clarify any of the information you have given. By providing these details you give consent for the Police to make contact with you by this method.			
<b>Contact Tel No.1:</b>		<b>Contact Tel No.2:</b>	
<b>Email Address:</b>			
Records that you are applying to have deleted			
<b>DNA Profile</b>	<input type="checkbox"/>	<b>Fingerprints</b>	<input type="checkbox"/>
		<b>PNC Record</b>	<input type="checkbox"/>

## Proof of Identity (One proof of ID and one proof of address)

In support of your application, it is essential that the Police establish they are providing information to the correct person. Please provide a copy of a form of identity (passport photo page, driving licence photo card, other identity document – please specify if ‘Other’ next to tick box) AND a proof of your current address (e.g. utility bill).

Passport (photo page)     Driving Licence (photo)     Other    AND     Proof of Address

## Grounds for Record Deletion

The guidance issued in respect of the Record Deletion Process sets out the grounds under which an application should be considered. Please identify the reason(s) below for which you consider to be the grounds on which you make this application.

**Unlawfully Taken.** Where you believe your DNA or fingerprints were taken unlawfully. (You should note that Section 1 of the Protection of Freedoms Act 2012 provides that a Chief Officer must destroy your DNA and fingerprints if it appears they have been taken unlawfully).

**Mistaken Identity.** Where you believe that your arrest was unlawful or was based on you being mistakenly identified. (You should note that Section 1 of the Protection of Freedoms Act 2012 provides that a Chief Officer must destroy your DNA and fingerprints if it appears they were taken unlawfully or based on mistaken identity).

**No Crime.** Where it is established that no crime has been committed. For example, a sudden death where an individual is arrested at the scene and subsequently charged, but after post mortem it is determined to be natural causes and not a homicide.

**Malicious/False Allegation.** Where you have been arrested and charged, but the case has been withdrawn at any stage, and there is corroborative evidence that the case was based on a malicious or false allegation.

**Proven Alibi.** Where there is corroborative evidence that you have a proven alibi and as a result have been eliminated from the enquiry after being arrested.

**Incorrect Disposal.** Where the disposal options applied by the Police following your arrest are found to have been administered incorrectly. Record deletion in these circumstances could also be the product of review within the criminal justice process, for example, the withdrawal of a caution.

**Suspect status not clear at the time of arrest.** Where you were arrested at the outset of an enquiry where the circumstances and distinction between the offender, victim and witness is not clear, and you were subsequently eliminated as a suspect (but you may be a witness or victim).

**Judicial Recommendation.** If, in the course of court proceedings, a Magistrate or Judge makes a recommendation that your DNA, fingerprints or PNC record should be deleted.

**Another person convicted of the offence.** Where the conviction of another person for the offence may constitute grounds for the deletion of your DNA, fingerprints and PNC record.

**Public Interest.** Where you believe the Chief Officer should determine that there is a wider public interest to delete your DNA, fingerprints or PNC record.

**Details of event leading to arrest or issuing of a PND (if known)**

The Police Force and Station who dealt with your arrest / issued a PND.	Force	
	Station	
Name of the Police Officer who dealt with your arrest / issued a PND.		
Date and Time that you were arrested / issued a PND.	Date	Time
The offence or offences that you were arrested / issued a PND for.		
To the best of your knowledge, has the Police investigation concerning you concluded?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Please provide details of why you were issued with a PND or the circumstances of your arrest. In addition, please provide detailed evidence below to support the grounds selected on Page 2. This will assist the Chief Officer's decision making process.** (Further information can be added on the continuation sheet on page 5 if necessary).

## Applicant Declaration

1. I understand the questions asked in this application and I confirm that the information I have supplied is accurate and I am the individual to whom it relates.
2. I enclose with my application a copy of an identification document which will assist the Police in establishing that I am the person to whom this application relates.
3. I authorise ACRO to deal with my application through the relevant Chief Officer.
4. I understand that I may be contacted by ACRO in relation to this application. If necessary ACRO may leave telephone messages or e-mail me in relation to this application (using the contact details I have provided on page 1).
5. I understand that this application can be delayed if:
  - I fail to complete the application form correctly, enclose the incorrect proof of identity or fail to sign it below.
  - Send it directly to the force as opposed to ACRO – applications sent to the force will be returned to you.
  - The Police investigation of the offence for which I was arrested is still ongoing and my connection with that investigation has not been concluded.
  - There is an unforeseen event or occurrence outside of ACRO's control such as a postal strike or computer system failure.
6. I understand that the result of my application will be notified to me in writing at the current address I have provided on page 1 of this form. Alternatively, I can elect to receive this written notification as an attachment by email to the email address I have provided on page 1.

I would like the result of my application to be sent to me by:	<b>POST</b> (Sent to my current address detailed on page 1)	<input type="checkbox"/>
Note – if no option selected, the decision letter will be sent via POST	<b>EMAIL</b> (Sent to my email address detailed on page 1)	<input type="checkbox"/>

**Signature** (Applicant) ..... **Date** dd / mm / yyyy

## Application Check List

Application (fully completed and signed)	<input type="checkbox"/>
Proof of identity document enclosed (copies will not be returned)	<input type="checkbox"/>
Proof of current address	<input type="checkbox"/>
Any additional documents to support your application	<input type="checkbox"/>
Correct postage costs (ACRO will not accept additional postal charges)	<input type="checkbox"/>
Documents are not stapled or pinned together	<input type="checkbox"/>
Please send your completed application and associated documents to:  National Records Deletion Unit ACRO PO Box 481 Fareham Hampshire PO14 9FS	<input type="checkbox"/>
If you have any queries in relation to this process please e-mail:  <a href="mailto:deletions@acro.pnn.police.uk" style="color: white;">deletions@acro.pnn.police.uk</a>	

Please add any additional information on this page