



Use this form to make a Subject Access Request

You can complete the form, save it and then send it to Criminal Injuries Compensation Authority [CICA]:

Email: SAR@cica.gov.uk

Or post your form to: Subject Access Request , Governance Team, CICA, Alexander Bain House,
15 York Street, Glasgow, G2 8JQ

About you

Full name

Have you previously been known by a different name

Yes No

If yes, provide more details in the box below

Address Line 1

Address Line 2

City

Postal Code

About your request

Use these boxes to give us as much information as you can to help us meet your request.

CICA Reference number [if known]

Incident Date

If you have not made a claim, tell us more about your request and why you think we may hold information on you.

Confirming your identity

We will normally need to see evidence of your identity to make sure the right people have access to the right information. Two types of identification are required.

Acceptable forms of ID include:

- the photograph page of your passport
- driving licence
- A recent utility bill or bank statement as proof of address [No more than six months old]

You should post or email us copies and not your original documents. Your request may be delayed if we are unable to confirm your identity.

We value your privacy and want you to be clear about the data we collect and store, how we use this and the rights you have to that information. We encourage you to take a moment to read our Privacy Notice.