

Section A: Personal details

Current personal details:

Enter your current details. If your name has changed since you were convicted, enter the name under which you were convicted in section B.

Forename	
Surname	
Date of birth	
Place of birth	

We need to confirm your identity before accessing your records. Please enclose a copy of one of the following documents:

- Passport (biographical data page)
- Driving licence (photo card and / or paper counterpart)
- HM Forces ID card
- Firearms licence
- Birth / Adoption certificate

You must confirm your identity by enclosing a copy of one of the identity documents listed above.

Please do not send originals as we are unable to return additional materials and documents to you.

Current address details:

Enter your current address details, including your postcode.

Property no. / name	
Street / Road	
Town / City	
County	
Postcode	

To confirm your address, please enclose a recent copy of one of the following documents:

- Bank / Building Society statement
- Utility bill
- Credit / store card statement
- Benefits letter / statement
- Council Tax bill

You must confirm your address by enclosing a copy of one of the verification documents listed above.

Please do not send originals as we are unable to return additional materials and documents to you.

Preferred method of communication:

Indicate how you wish to be contacted about the progress and outcome of your application. Leave blank if you are happy to be contacted at the address provided above.

Email	
House number/name	
Street/Road	
Town/City	
Postcode	

Number of convictions:

Enter the total number of convictions that you are applying to have disregarded. You must complete a separate section B for each conviction. The word 'conviction' includes a conviction, caution, warning or reprimand unless otherwise specified.

How many convictions are you applying to have disregarded?	
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Declaration:

I confirm that the information I have provided is correct to the best of my knowledge. I understand that the information I have provided may be stored and shared with other relevant organisations, and prescribed records searched, only as far as necessary to process my application.

Signed	
Date	

Section B: Conviction details

Former personal details:

If different from those recorded in section A, enter details of any other forename(s), surname(s) or date of birth that you may have used at the time the offence was committed.

Forename(s)	
Surname	
Date of birth	

Armed Forces service number:

If the conviction you are applying to have disregarded relates to a service offence and / or occurred whilst you were in the Armed Forces, enter your Armed Forces service number. This will assist the Ministry of Defence in locating relevant records.

Armed Forces service number	
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Former address details:

Give your stated address at the time of conviction (if different to your current address)

Property number/name	
Street/Road	
Town/City	
County	
Postcode	

Details of the conviction you are applying to have disregarded:

Enter as much detail as you are able to remember about the circumstances of your arrest and conviction. The more detail you are able to provide, the more quickly we are likely to be able to identify and consider all relevant records.

The word 'conviction' includes a conviction, caution, warning or reprimand unless otherwise specified.

Date of arrest	
Date of charge (if different)	
Offence committed	
Type of disposal (delete as required)	
If cautioned, which police station	
If cautioned, which police force	
If cautioned, which date	
If convicted, which court	
If convicted, which date	
Court Criminal Record Case number	

Additional Information:

You may submit copies of additional materials and documentation in support of your application. Please do not send originals as we are unable to return additional materials and documents to you. If you are submitting additional papers, please list them here.

Are you attaching copies of further materials / documentation in support of your application?	
If you are submitting copies of further materials / documentation, please list them:	

Circumstances and details of your offence:

For the Home Secretary to assess whether your application meets the criteria set out in the Protection of Freedoms Act 2012, please provide concise details of the circumstances of the original offence that you were convicted of. Please indicate if you were made subject to any police notification arrangements.

Offence(s) for which you were charged:	
Circumstances/details/location of the offence(s):	

I confirm that, to the best of my knowledge, the conviction that I am here applying to have disregarded is related to an offence in which the conduct constituting the offence was sexual activity between persons of the same sex and any other party or parties involved were, at the time, aged 16 or over. I understand that information I provide in support of my application will be checked against police and other official records.

Signed	
Date	

Thank you for completing this form. Please now return it, along with copies of your identity credentials and address verification - plus any other supporting materials or documentation - to:

Disregards Caseworking Team

5th Floor Fry Building, Home Office, 2 Marsham Street, London SW1P 4DF

Or by email to: disregards@homeoffice.gov.uk