|  |
| --- |
| **This is not a mandatory form – Data Subjects may request access in other formats.**  **This form is for any person who wishes to apply for access to personal data held by HM Passport Office only. Please read the Data Subject Rights Guidance Notes below before completing this form.**  **A separate form should be completed for each Data Subject right request.** |
| **There is NO fee for Data Subject right requests except in exceptional circumstances.**  **If your request is regarding a deceased person, please contact our Freedom of Information team at the following email address: FOI@hmpo.gov.uk** |

**HM Passport Office only holds information relevant to applications for, and issuance of UK Passports and administration of the civil registration process in England and Wales.**

**HM Passport Office DOES NOT:**

Hold any information about visas which may have been placed in your passport.

Does not record any information about travel that you may have undertaken with your passport.

Does not record any other use you may have performed such as proving your age or identity.

**Data Subject Rights Guidance**

**Please read before filling in the Data Subject Rights Form**

**Which sections should I complete?**

**Sections 1, 2, 3, 4 and 5** should be completed for all applications.

**Sections 6, 7 and 8 (Representative Details and Authority to Release Information to a Representative)** should only be completed if the application is being made by a representative (i.e., someone other than the data subject themselves).

**Section 3 (Proof of the applicant’s identity) -** If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration.

|  |
| --- |
| **Please send your completed form and proof of identity to:**  Disclosures of Information.  H M Passport Office – Peterborough  Quay House, 2 East Station Road Peterborough PE2 8YY  or  Email: [DPA.Queries@hmpo.gov.uk](mailto:DPA.Queries@hmpo.gov.uk)  Further information on how HM Passport Office processes your personal data under UK Data Protection Legislation, including our purpose for processing, who we may share your data with, how long we retain your data, and your Data Subjects rights can be found in our Privacy Information Notice which can be found at:  [**https://www.gov.uk/government/publications/hmpo-privacy-information-notice**](https://www.gov.uk/government/publications/hmpo-privacy-information-notice) |

**If you are not satisfied by the service, you have received from HM Passport Office or would like to discuss our response to a Data Subject rights request please contact:**

Customer Service Management Team

HM Passport Office

PO Box 767

Southport

PR8 9PW

Further information about our complaints process can be found at: <https://www.gov.uk/government/organisations/hm-passport-office/about/complaints-procedure>

**Section 1 – Details of Data Subject (adult/child) whose information is required.**

(A young person can submit their own Subject access request from the age of 13.)

|  |  |
| --- | --- |
| Title (please tick one): | Mr  Mrs  Miss  Ms  Title (please state): |
| Family Name |  |
| Forenames: |  |
| Previous Family Name(s): |  |
| Date(s) of name change: |  |
| Date of Birth (dd/mm/yyyy): | ……../……./………. Male  or Female |
| Place of Birth: |  |
| Current Address: |  |
|  |  |
|  |  |
|  |  |
| Postcode |  |

**Section 2 – Details of person requesting information if different from above – please also complete section 5 if completing this section.**

|  |  |
| --- | --- |
| Title (please tick one): | Mr  Mrs  Miss  Ms  Title (please state): |
| Family Name |  |
| Forenames: |  |
| Current Address: |  |
|  |
|  |
|  |
| Postcode |  |
| Daytime Telephone No: |  |
| Email Address: |  |
| Relationship to person named in section 1 | Parent  Family member  Guardian  Legal representative |

**Section 3 – Documents required**

**Important: DO NOT send original documents.**

**Please indicate below the documentation you are supplying.**

**Adult/Child named in section 1**

Please include a copy of one document from LIST A or 2 documents from LIST B.

|  |  |  |  |
| --- | --- | --- | --- |
| LIST A |  | LIST B |  |
| Valid Passport/Travel Document |  | Current Bank Statement |  |
| Valid Photo driving licence |  | Current Utility Bill |  |
| Valid Foreign National Identity Card |  |  |  |

**Requester**

Please include a copy of one document from LIST A or 2 documents from LIST B.

**Your own identification is not required if you are a Solicitor acting on someone else’s behalf.**

|  |  |  |  |
| --- | --- | --- | --- |
| LIST A |  | LIST B |  |
| Valid Passport/Travel Document |  | Current Bank Statement |  |
| Valid Photo driving licence |  | Current Utility Bill |  |
| Valid Foreign National Identity Card |  |  |  |

**If requesting information for a child under 16 you also need to include authority documents - copies of the child’s:**

|  |  |
| --- | --- |
| Full birth certificate (showing the parent names) |  |
| All Court Order(s) |  |
| Proof of legal guardianship if you are not a person named on the full birth certificate or named as having parental responsibility on a court order |  |

|  |  |
| --- | --- |
| For a child under 16 years of age please provide photocopies of all court orders**.**  ***Please tick box if there is none*** |  |

**Section 4 – Details of Information Required.**

Please use this space to give us any details about the information you are requesting.

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**Section 5 – Additional authority required to release information to a Representative named in section 2**

**Child:**

|  |  |
| --- | --- |
| Consent signature if child  aged 13 or over: | Date: |

**Adult:**

|  |  |
| --- | --- |
| I hereby give my authority for the representative named in Section 2 of this form to make a Data Subject Right Request on my behalf under Data Protection Legislation. | |
| Consent Signature of Adult  named in section 1: | Date: |

**Section 6 – Declaration**

How do you wish to receive your result?

**Important: You can choose 1 option only.**

Email  Post

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that His Majesty’s Passport Office may need to obtain further information from me/my representative in order to comply with this request.

|  |  |
| --- | --- |
| Signature of Requester: | Date: |

(08.23)