

[Insert on police force headed paper]

Police URN: *[This should be the Police URN on the BC1 Application Form]*

[Date]

Dear

NOTICE OF APPLICATION TO RETAIN BIOMETRIC MATERIAL

This letter is to inform you that I am making an application to the Biometrics and Surveillance Camera Commissioner to retain your DNA profile *[and/or]* fingerprints. My reasons for making this application and the information upon which it is based are summarised in the attached document. If that application is approved your DNA profile *[and/or]* fingerprints will be retained until *[Insert Date]*.

You have the right to object to this application and can make representations to the Biometrics and Surveillance Camera Commissioner, telling them why you think your biometrics should not be retained on police databases. Those representations must reach their office by *[Insert Date + 28 days]*.

The enclosed documents explain the legal basis on which I am making this application, what the Commissioner will take into account when making their decision, and how you can contact with the Commissioner. You can also find more guidance on the Commissioner's web pages:

<https://www.gov.uk/government/organisations/biometrics-and-surveillance-camera-commissioner> .

If you require further advice or guidance, please contact the Office of the Biometrics and Surveillance Camera Commissioner direct.

Any representations should be sent to the following email address: Enquiries@obsc.org.uk

If you are unable to send your representations by email, the form can be posted to the following address:

Office of the Biometrics and Surveillance Camera Commissioner
2 Marsham Street
London
SW1P 4DF

Yours sincerely

Name / Rank

[Must be an officer of substantive NPCC rank]

Summary of s63G PACE Application

Date of Arrest	
Qualifying Offence	
The alleged circumstances leading to your arrest	
Previous occasions when you have come to police attention	
Retention Sought	<input type="checkbox"/> DNA Profile <input type="checkbox"/> Fingerprints

Reasons for Application to Retain DNA / Fingerprints

Documents Attached
<input type="checkbox"/> <i>Applications for Biometric Retention: What You Should Know</i>
<input type="checkbox"/> BC3 Representations Form
<input type="checkbox"/> <i>Principles for Assessing Applications for Biometric Retention</i>

If you wish to make representations in response to the reasons given above you should do so on the **Form BC3 - Representations to the Biometrics and Surveillance Camera Commissioner** enclosed with this notification letter.