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| *This example letter has been designed by the Ministry of Justice to be used to request evidence of police arrest for a domestic abuse offence where the charge is still being considered. Evidence from overseas may be submitted.*  *Information required is highlighted and instructions are italicised.* ***Please delete any unnecessary text and instructions (including this introduction) before sending.*** |

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| Data Protection Officer  [Police Force HQ Address] | [Your Address]  [Your E-mail (if applicable)]  [Your Contact telephone number] |

To whom it may concern,

I would like to request confirmation of police arrest given for a domestic abuse offence, as the victim in the case concerned. The details of the case are as below.

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| Name of offender: | [put full name] |
| Name of victim: | [put your name here] |
| Date of police arrest: | exact date should be put here if known but if not month and year may be sufficient to process] |
| Offence: | [please state here the name of the offence – see list of domestic abuse offences in the guidance. If you are not certain of the offence, please briefly describe it] |

This is needed as evidence of domestic abuse in order that I can access legal aid for a private family case in accordance with the Legal Aid, Sentencing & Punishment of Offenders Act 2012. **I would therefore be grateful if this could be treated as a matter of urgency.** I would be grateful if you could send the information to [state address where you wish this to be sent].

More information and guidance about the evidential requirements for legal aid can be found at: <https://www.gov.uk/legal-aid/domestic-abuse>

Yours faithfully,

[Add your name here]