



Form BC1 - Application for Biometric Retention under s.63G PACE

Guidance on how to complete this form can be found in the [BC2 Explanatory Notes](#)

1. Subject details	
Title	
First name(s)	
Surname	
Date of birth	
Police URN	
PNCID	
Gender	☐ Male ☐ Female ☐ Other (please state)
Address - home and/or email (if applicable, enter no fixed abode)	
Nationality	If subject is not British, please state (if known): Nationality and Immigration status/checks: Date when they entered UK and on what basis: Overseas criminality checks:

2. Application information	
Application date	
In time application? (within 28 days of NFA date?) ☐ Yes ☐ No If "no" please state reasons why it is late:	
Is this s.63G application linked to another s.63G application made to OBSCC? ☐ Yes ☐ No If "yes", please state details of the linked application:	

3. Application point of contact	
Name (and rank if applicable)	
Force (including code)	
Email	



4. Biometrics		
Which biometric material is the application seeking to retain? (Tick all that apply)	☐ Fingerprints ☐ DNA	
Date biometrics taken	Fingerprints	
	DNA	
Section 63G biometric retention end date (Three years from date that biometrics were taken)		

5. Arrest details		
Date of arrest		
NFA date		
No previous convictions	☐	Please tick to confirm the subject has no previous convictions, cautions, warnings or reprimands for any recordable offence.

6. Preliminary application	
Is there any information in this BC1 that cannot be disclosed to the subject in your proposed notification letter? Please do not send the proposed notification letter to the subject until the OBSCC has reviewed it.	☐ Yes ☐ No If preliminary application has been approved by the OBSCC, enter date of approval _____
PRELIM APPLICATIONS ONLY Is there any information in this form that you wish to provide to the Commissioner but have not disclosed to the subject? Please select the relevant category and give details in Section 9 of the form. Use red text when referring to this information anywhere else on the form.	Select which categorises apply: ☐ Compromise intelligence sources or operations ☐ Jeopardise ongoing investigations ☐ Endanger victims or witnesses ☐ Reveal sensitive internal assessments ☐ Breach confidentiality agreements with partner agencies ☐ Allegations reported but not known by the subject ☐ Other (please explain)



7. Notification to subject regarding s.63G application	
Date notification letter sent	
Method	☐ By Post ☐ In Person ☐ Electronic (e.g. email) ☐ No fixed abode (if ticked, do not complete below)
Deadline for Subject Representations	
Notification Letter Attached	☐ Actual copy sent to subject ☐ Proposed letter to be sent to subject
If the subject is under 18, has an appropriate adult also been informed of the application? (mandatory)	☐ Yes ☐ No ☐ N/A
If the subject is over 18 and required an appropriate adult during their police interview, was an appropriate adult informed of the application?	☐ Yes ☐ No ☐ N/A
If applicable, Name and Address of appropriate adult.	

Please ensure a copy of the actual or proposed Subject Notification Letter is attached

8. Declaration	
As responsible Chief Officer of Police I apply for consent to the retention of the above Subject's DNA profile ☐ Fingerprints ☐. For the reasons given below I consider that the criteria set out in: ☐ Section 63G(2)(a) of PACE* (under age 18) ☐ Section 63G(2)(b) of PACE* (vulnerable adult) ☐ Section 63G(2)(c) of PACE* (associated to the person whom the material relates) ☐ Section 63G(3) of PACE* (the retention of the material is necessary to assist in the prevention or detection of crime) are met and that there are compelling reasons to believe that the public interest will be served by the retention of the material in the particular circumstances of this case. I confirm that all key information relied upon from supporting documents have been clearly included within this BC1. I understand that the Commissioner will base their decision on the information provided here, and I will make available any further information reasonably requested by the OBSCC. <i>*(select appropriate section)</i>	
Signed	Date
Name and Rank <i>(Must be of substantive NPCC rank)</i>	



9. Offence arrested for	
Qualifying offence(s) subject was arrested for	
Legislation for above offence(s)	
Section 65A reference (<i>select relevant section where primary qualifying offence is listed under s.65A PACE</i>)	Choose an item.
If the offence is an ancillary offence (attempt, conspiracy, incitement, aiding, abetting etc.), please select the relevant option	Choose an item.

Detailed account of incident leading to arrest for which biometric retention is sought		
Please provide a full description of the circumstances leading to the arrest to which this application relates, including reference to any relevant documents. The points listed below should be addressed as a minimum; however, forces should also provide any further detail or supporting information necessary to give a clear and sufficiently detailed account. Insufficient or incomplete submissions may limit the ability to assess the application effectively.		
Alleged victim details	Age at time of offence	
	Gender	
	Are there any vulnerabilities relating to the victim(s) that the Commissioner should be aware of? If applicable, explain how they meet the criteria under s.63G(2)	
Subject details	Age at time of offence	
	Are there any vulnerabilities relating to the subject that the Commissioner should be aware of, including any mental health, behavioural, or substance misuse factors?	
Are the victim and subject known to each other – if yes, how?		



What time and date did the alleged offence happen and where?	Time/Date:	
	Location:	
What are the allegations that have been made. Details should include: • Key or triggering events leading up to the offence • Specific actions or comments made by the subject • Impact of offence such as injuries, emotional effects Further required details are listed in the BC2		
Was any evidence identified that supports the allegation against the subject	Evidence	Details
	CCTV	
	Forensics	
	Digital Evidence	
	Images	
	Other	
Were there any witnesses? Who are they and how many were there? Give brief overview of what they said.		
How was the subject identified and arrested?		
Did the subject make any significant points during their arrest or at interview?		
Was an AA present during the interview?	☐ Yes ☐ No	
Any further details you consider relevant to the circumstances surrounding the alleged offence, including weaknesses which would not support retention of biometrics.		



PRELIM APPLICATIONS

ONLY - If Section 6 has been completed, enter the information you want the Commissioner to know but cannot share with the subject. If it also appears elsewhere in the form, highlight it in red text colour

Reasons for no further action (NFA)

[Briefly explain why it was decided not to charge the Subject. Include references to relevant documents]

Other arrests / contact with police

[Please give brief details of any other arrests / relevant contact with UK police in chronological order. The subject should be aware of previous allegations that have been made against them so that they can make a fair representation].

Date of previous reported offence:

Alleged offence and brief details:

Same or different alleged victim? (If different, state how they are known):

Outcome:

(please copy and paste headings if subject has multiple previous police contact)



10. Reasons for application

Please explain clearly why the subject's biometrics should be retained. This section should cover as a minimum:

- **Key reasons why retention is necessary and proportionate** including the seriousness and nature of the alleged offence.
- **Any risk the subject may pose to the public**, such as likelihood of further offending
- How retaining the DNA/fingerprints will assist the **prevention or detection of future crime**

11. Relevant documents attached

- | | |
|--|---|
| ☐ <i>PNC</i> | ☐ <i>Intelligence Report(s)</i> |
| ☐ <i>Crime Report</i> | ☐ <i>Electronic transcripts eg phone message records</i> |
| ☐ <i>Custody Record</i> | ☐ <i>Images of injuries</i> |
| ☐ <i>MG3 (if CPS involved)</i> | ☐ <i>CCTV Stills</i> |
| ☐ <i>MG5 (police report to CPS/court)</i> | ☐ <i>Medical reports</i> |
| ☐ <i>MG11 (witness statements)</i> | ☐ <i>Forensic reports</i> |
| | ☐ <i>Other</i> (Give details: Click or tap here to enter text.) |