

**Application for Police Reports and Interviews**

**F03**

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**Application for Police Reports and Interviews**

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**Fee**

A fee is applicable for this service as per section 3.1.

**Proof of Identity**

Section 1 asks you to give personal information about yourself which will help the Commissioner of Police to confirm your identity. He has a duty to ensure that information he holds is secure and he must be satisfied that you are who you say you are. Section 4 asks you to provide evidence of your identity by producing copies of documents(s) with your application.

**Form Guidance**

This form can be completed digitally, ensuring all sections are completed in BLOCK CAPITALS**.** Fields that are not applicable should be marked N/A. Original or scanned signatures are required throughout. If you are printing off this form and filling it in by hand, PLEASE USE BLOCK CAPITALS (clearly and legibly) using BLACK INK only, throughout the form to assist in processing your request.

Complete **Sections 1 – 5 overleaf.**

**Form Submission**

This form should be completed by the Gibraltar registered employer electronically and sent to us by email at datarequests@royalgib.police.gi

 **Please note that fields marked \* are mandatory.**

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| **Section 1 - Personal information about you (to be completed by the applicant)** |
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| **1.1 \* Title:**  |  Choose an item. (if other, please specify) Click or tap here to enter text. |
| **1.2 \* ALL forename(s)/given name(s):** | Click or tap here to enter text. |
| **1.3 \* Surname/Family name:**  | Click or tap here to enter text. |
| **1.4 \* Date of birth: (dd/mm/yyyy)** | Click or tap to enter your DOB  |
| **1.5 \* Place of birth:** Village/town: Country: | Click or tap here to enter text.Click or tap here to enter text. |
| **1.6 \* Passport or Identity Card No.**  | Click or tap here to enter text. |
| **1.7 \* Country issuing Passport or Identity Card:**  | Click or tap here to enter text. |

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| **Section 2 - Contact details**  |
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| **2.1 \* Email address:** | Click or tap here to enter text. |
| **2.2 \* Daytime telephone No.** (Please make sure that you include local/area or international dialling codes.) | Click or tap here to enter text. |

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| **Section 3 – Request Type***\*Please note that the first copy in Criminal Cases is* ***free*** *for Defence Purposes in accordance with Legal Notice 40 of 1998 \** |
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| **3.1 \* Please confirm request type:**  |
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| 1. An interview with a Police Officer in relation to arbitration of a road traffic accident.
 |[ ]  £25.00 |
| 1. Abstract of Police road traffic accident report.
 |[ ]  £25.00 |
| 1. Abstract of Police crime report form.
 |[ ]  £25.00 |
| 1. One photograph and each print thereof.
 |[ ]  £3.00 |
| 1. Prosecution docket with 25 pages or less.
 |[ ]  £10.00 |
| 1. Prosecution docket with more than 25 pages.
 |[ ]  £50.00 |

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| **Section 4 – Information being Sought** |
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| **4.1 \* Date of Occurrence:**  | Click or tap here to enter text. |
| **4.2 \* Case:** | Click or tap here to enter text. |
| **4.3 \* CR/OB No.** | Click or tap here to enter text. |
| **4.4 \* Location:**  | Click or tap here to enter text. |
| **4.5 \* Vehicle Registration:** | Click or tap here to enter text. |
| **4.6 \* Police officer(s) in case:** | Click or tap here to enter text. |
| **4.7 \* Details of Occurrence:** | Click or tap here to enter text. |

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| **Section 5 – Applicant Declaration & Signature** |
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| **5.1 \* Declaration** I hereby authorise the Royal Gibraltar Police to supply the results of this Police reports and Interviews request to: By signing this form I accept the terms and conditions |
| **Signature:** |   | **Date:** | Select date  |
| \*\* You can sign this form physically with a pen or include a digital copy of your signature. This will then be matched to your signature on the proof of identity documents you have provided. If they do not match, your request may be rejected.Warning - a person who impersonates or attempts to impersonate another may be guilty of an offence. |

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| **Section 6 – Proof of identity** |
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| **\*** Please be advised that all applications must provide proof of identification. Your signature will be matched to your signature on the proof of identity document provided. If they do not match, your request may be rejected.Please note in some circumstances it may be necessary for us to request original identification documents. |

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| **Privacy Notice** |
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| The contents of this document will be processed in strict compliance with the Royal Gibraltar Police’s **Management of Police Information (MoPI) policy** which has been compiled in accordance with the provisions of the **Data Protection Act 2004 (DPA 2004)** and the **Gibraltar** **General Data Protection Regulations (Gib GDPR)**. The information provided within will be used to conduct searches of RGP systems to locate the information being requested.Your details will be recorded within our data request database for a period of 24 months from the date your application is processed. After this period, your application details, our response and any results sent to you will be deleted from our systems.  |

**What to do next**

You have now completed all the relevant sections of the form. Please check you have:

* Completed all the parts you need to (clearly and legibly) [ ]
* Confirm email address provided (as per Section 2.1) [ ]
* Enclosed official forms of identification (as per Section 6) [ ]

When you have completed the form, send it together with the required identity documentation to: datarequests@royalgib.police.gi

**FOR OFFICE USE ONLY**

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| **Application** |
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| **Date application received:** |  |
| **Identification document(s) checked:** | [ ] **Yes** [ ]  **No** |
| **Amount Paid:** |  |
| **Receipt No:** |  |
| **Processed by:** |  |  |
| **Date completed:** |  |
| **Signature:** |  |