

**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 on dropdown 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 \***\** **Please Note:** **Application for a Police report which the Police have begun to process but which, at the request of the applicant, further processing is stopped will incur a fee of £ 15.00** *\** |
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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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| **\*** To help establish proof of your identity, your application must be accompanied by a copy of an official document. Types of acceptable official documents are, Identification Documents (ID Cards), Passports, Drivers Licence or a Health Card. The list of examples can vary depending on the applicant’s nationality as they may possess other forms of official documents in their home country. Official documents should show your full name, date of birth, signature and current address. To help establish proof of your current address, your application must be accompanied by a copy of a recent utility bill or similar document, which must be in your name, listing your current address and must be dated within the last six months. If you are not the registered householder or bill payer for your current address, then a signed letter from the registered householder(s) or bill payer(s) must accompany your application. The letter should confirm that you are a resident for the given current address. Furthermore, as part of the authentication process, the person writing the letter must also provide proof of identity in the same manner as per the above together with contact details. Whilst it is acknowledged that ID Cards list a person’s address, experience shows that some persons possess ID cards with outdated addresses listed on them. Therefore, the submission of an ID card as a form of proof for a current address, **will not be accepted.** |

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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:** |  |