

# Data Protection Act 1998

## Access request form

### Application for access to personal information

All applicants must complete Sections 1, 2 and 3.

If you are applying on behalf of someone else, they must complete Section 5 and you must complete Section 4.

#### 1. Details of applicant

Title:            Forename(s):

Surname:

Organisation (if applicable):

Roll number (if applicable):

Place of residence:

Postcode:

Previous address if moved in the last three years:

Postcode:

Telephone no(s):

Date of birth:

**2. To help us locate any personal information that we hold, please supply any relevant information.**

Name of departments concerned:

Service(s) used or received and date if known:

Describe the information you require:

Supply any other information that might help us to locate your personal information:

### **3. All applicants must sign and date the following:**

I wish to request access to personal information held by the Solicitors Regulation Authority of  
(name of applicant)  
in accordance with the Data Protection Act 1998.

I understand that to ensure confidentiality it may be necessary for the Authority to obtain further information to confirm my identity and to locate the information sought.

I would like the reply to this request to be sent to my home address (as above)

Signed:

Date:

### **4. Complete this section if you are authorised to act on behalf of the applicant.**

I have been authorised to act on behalf of (name of person who received the service)

I declare that I will not disclose any information I am supplied with other than to the person on whose behalf I am acting, unless they give me their express permission.

Signed (agent):

Name (block capitals):

Date:

### **5. If an agent is acting on your behalf, then please complete the following:**

I, \_\_\_\_\_ (name of applicant),  
authorise \_\_\_\_\_ (name of agent acting on your behalf)

to seek access to personal information held by the Solicitors Regulation Authority. I declare that this authorisation was freely given.

Signed (*applicant*):

Date:

## How to submit your application

**Please return the completed form along with the following:**

- a) Evidence of your identity
- b) Evidence of the data subject's identity, if different from a.

By law, we are required to ask you for proof of identification to ensure we are giving the information to the right person. As proof, we will accept a copy of one item from the list below along with proof of your residential address as stated on your application form, such as a photocopy of a utility bill,. This is the address where your information will be sent unless an alternative delivery address is provided at the time of making this application.

### Forms of proof of identification we accept

- A photocopy of your birth certificate
- A photocopy of your passport
- A photocopy of your driving licence

**You must also include proof of your residential address as stated on your application form, such as a photocopy of a utility bill.**

### Post your application supporting documents to

SRA Information Compliance  
Solicitors Regulation Authority  
The Cube  
199 Wharfside Street  
Birmingham  
B1 1RN

### What happens next

We will respond to your request for information within 40 calendar days. This period does not start until we have received your proof of identity.

#### OFFICE USE ONLY

Internal Reference No.: \_\_\_\_\_

Date received: \_\_\_ / \_\_\_ / \_\_\_\_\_      Payment validated: \_\_\_ / \_\_\_ / \_\_\_\_\_