

Record Deletion

Application Form

Version 2.0

ACRO

Criminal Records Office

The information supplied in connection with this request will be used for the purpose of processing this request and to ensure the accuracy of police systems where applicable.

Have you previously submitted a deletion request to force? If yes, please provide details on Page 4.			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Personal information			Office use only:
Title:	Mr Mrs Miss Ms Other (please specify): Mr		
All Forename(s):	Joe [when full name is Joseph Paul]		
Surname (Family name):	Bloggs		
Previous name:			
Date of birth:	24/12/1983		
Place of Birth:	Town:		
	Country:	UK	
Gender:	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
Ethnic Appearance:	<input type="checkbox"/> White North European	<input type="checkbox"/> White South European	<input type="checkbox"/> Black
	<input type="checkbox"/> Chinese, Japanese or South East Asian	<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Asian
	<input type="checkbox"/> Other or Declined		
Current Address: <small>This is the address the RDU will send the decision letter to and should match your proof of address.</small>	1 Every Street New Town Crewe [When postcode should be entered]		
Address provided when arrested / charged: <small>Write AS ABOVE if this address is the same as current address.</small>	[Left blank when was residing at a different address]		

This application form must be completed in English.

Contact details

Providing these details may reduce any delay in processing your application should the Police need to contact you to clarify any of the information you have given. By providing these details you give consent for the police to make contact with you by this method.

Contact Tel No. 1:	01234 567890	Contact Tel No.2:	
Email Address:	j.bloggs@anywhere.com		

Records that you are applying to have deleted – Please note that this application does not apply for the deletion of records held on local police systems.

DNA profile	<input type="checkbox"/>	Fingerprints	<input type="checkbox"/>	PNC record	<input type="checkbox"/>	Photograph	<input type="checkbox"/>
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Proof of Identity

It is essential that the Police establish they are providing information to the correct person. You must enclose an official proof(s) of identity which clearly shows your name, date of birth and current address. If you are sending more than one document they must be in separate files. It will assist us with processing your request if at least one proof is a photographic identity document such as your passport or driving licence.

<input type="checkbox"/> Passport (photo page)	<input type="checkbox"/> Driving licence (photo)	<input type="checkbox"/> Other	And <input type="checkbox"/> proof of address
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Grounds for Record Deletion

The guidance issued in respect of the Record Deletion Process sets out the grounds under which an application should be considered. Please identify the reason(s) below for which you consider to be the grounds on which you make this application

Unlawfully taken. Where you believe your DNA or fingerprints were taken unlawfully. (You should note that Section 1 of the Protection of Freedoms Act 2012 provides that a Chief Officer must destroy your DNA and fingerprints if it appears they have been taken unlawfully).	<input checked="" type="checkbox"/>
No crime. Where it is established that no crime has been committed. For example, a sudden death where an individual is arrested at the scene and subsequently charged, but after post mortem it is determined to be natural causes and not a homicide.	<input checked="" type="checkbox"/>
Malicious/false allegation. Where you have been arrested and charged, but the case has been withdrawn at any stage, and there is corroborative evidence that the case was based on a malicious or false allegation.	<input checked="" type="checkbox"/>
Proven Alibi. Where there is corroborative evidence that you have a proven alibi and as a result have been eliminated from the enquiry after being arrested.	<input checked="" type="checkbox"/>
Incorrect disposal. Where the disposal options applied by the police following your arrest are found to have been administered incorrectly. Record deletion in these circumstances could also be the product of review within the criminal justice process, for example, the withdrawal of a caution.	<input checked="" type="checkbox"/>
Suspect status not clear at the time of arrest. Where you were arrested at the outset of an enquiry where the circumstances and distinction between the offender, victim and witness is not clear, and you were subsequently eliminated as a suspect (but you may be a witness or victim).	<input checked="" type="checkbox"/>

Judicial recommendation. If, in the course of court proceedings, a magistrate or judge makes a recommendation that your DNA, fingerprints or PNC record should be deleted.	<input type="checkbox"/>
Another person convicted of the offence. Where the conviction of another person for the offence may constitute grounds for the deletion of your DNA, fingerprints and PNC record.	<input checked="" type="checkbox"/>
Public interest. Where you believe the chief officer should determine that there is a wider public interest to delete your DNA, fingerprints or PNC record.	<input checked="" type="checkbox"/>

Arrest 1 - Details of event leading to arrest or issuing of a Penalty Notice for Disorder PND (if known)

The police force and station who dealt with your arrest/issued a PND	Force	
	Station	
Name of the police officer who dealt with your arrest/issued a PND		
Date and time that you were arrested/issued a PND	Date	Time
The offence or offences that you were arrested/issued a PND for		
To the best of your knowledge, has the police investigation concerning you concluded?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Please provide details of the circumstances of your arrest or why you were issued with a PND. In addition, please provide detailed evidence below to support the grounds selected on Page 2. This will assist the chief officer's decision making process. (Further information can be added on the continuation sheet on page 5 if necessary).

This happened a long time ago and I wasn't charged. I don't want this on my record. I didn't do anything wrong and I am not a criminal. I want this deleted from my record.

Thank you

Continuation page

Please add any additional information on this page

Applicant declaration

1. I understand the questions asked in this application and I confirm that the information I have supplied is accurate and I am the individual to whom it relates **
2. I enclose with my application a copy of a current identification document and a copy of a proof of current address which will assist the Police in establishing that I am the person to whom this application relates.
3. ** If I am a parent/guardian acting on behalf of the applicant then I have enclosed a copy of proof of identity and current address pertaining to me.
4. **If I have Power of Attorney for the applicant, I have enclosed a copy of the Power of Attorney documents with this request.
5. **If I am a legal representative acting on behalf of the applicant then I have enclosed a signed letter of authority dated within the last 6 months to reflect this.
6. I authorise ACRO to deal with my application through the relevant chief officer.
7. I understand that I may be contacted by ACRO in relation to this application. If necessary ACRO may leave telephone messages or e-mail me in relation to this application (using the contact details I have provided on page 1).
8. I understand that this application can be delayed if:
 - I fail to complete the application form correctly or enclose the incorrect identity documents.
 - Send it directly to the force as opposed to ACRO – applications sent to the force may be returned to you.
 - The police investigation of the offence for which I was arrested is still ongoing and my connection with that investigation has not been concluded.
 - There is an unforeseen event or occurrence outside of ACRO's control such as a postal strike or computer system failure.
9. I understand that the result of my application will be notified to me in writing at the current address I have provided on page 1 of this form. Alternatively, I can elect to receive this written notification as an attachment by email to the email address I have provided on page 1.
10. I understand that a person who impersonates or attempts to impersonate another person without their knowledge may be guilty of an offence.

I would like the result of my application to be sent to me by:

Note – if no option is selected, the decision letter will be sent via POST

Post (sent to my current address detailed on page 1)

Email (sent to my email address detailed on page 1)

PLEASE NOTE: EMAIL DECISION LETTERS DO NOT BEAR A WET SIGNATURE. IF YOU REQUIRE A WET SIGNATURE, PLEASE SELECT A POSTAL RESPONSE.

Email disclosures will be sent to the email address specified above. Please be aware that whilst the email response will be sent from ACRO's secure network, unless you have a secure email address the delivery to your personal inbox is insecure via the public internet. ACRO cannot accept responsibility for any loss or inappropriate access to the response once it has left our secure network. It is also the responsibility of the applicant to ensure that the email address submitted is accurate.

Applicant declaration (continued)

By ticking this box I (the applicant) acknowledge the aforementioned declarations on Page 5.

Date 16/04/2016

For Appropriate Adults only (Parents / Guardian of applicants under 18 years of age)

By ticking this box I (Appropriate Adult) acknowledge and understand the aforementioned declarations on Page 5 on behalf of the applicant.

Date dd /mm/yyyy

Application check list

Application (fully completed and declarations acknowledged)	<input checked="" type="checkbox"/>
Proof of identity document enclosed (copies will not be returned)	<input checked="" type="checkbox"/>
Proof of current address (copies will not be returned)	<input checked="" type="checkbox"/>
Any additional documents to support your application	<input type="checkbox"/>
Correct postage costs (ACRO will not accept additional postal charges)	<input type="checkbox"/>
Documents are not stapled or pinned together	<input checked="" type="checkbox"/>
<p>Please send your completed application and associated documents via e-mail:</p> <p>deletions@acro.pnn.police.uk</p> <p>Or via post to:</p> <p>National Records Deletion Unit, ACRO, PO Box 481, Fareham, Hampshire, PO14 9FS</p> <p>If you have any queries in relation to this process please e-mail or visit our website:</p> <p>Email: deletions@acro.pnn.police.uk</p> <p>Website: https://www.acro.police.uk/acro_std.aspx?id=699</p>	<input type="checkbox"/>

Arrest 2 - Details of event leading to arrest or issuing of a Penalty Notice for Disorder PND (if known)

The police force and station who dealt with your arrest/issued a PND	Force	
	Station	
Name of the police officer who dealt with your arrest/issued a PND		
Date and time that you were arrested/issued a PND	Date	Time
The offence or offences that you were arrested/issued a PND for		
To the best of your knowledge, has the police investigation concerning you concluded?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please provide details of the circumstances of your arrest or why you were issued with a PND. In addition, please provide detailed evidence below to support the grounds selected on Page 2. This will assist the chief officer's decision making process. (Further information can be added on the continuation sheet on page 8 if necessary).

Continuation page

Please add any additional information on this page

Arrest 3 - Details of event leading to arrest or issuing of a Penalty Notice for Disorder PND (if known)

The police force and station who dealt with your arrest/issued a PND	Force	
	Station	
Name of the police officer who dealt with your arrest/issued a PND		
Date and time that you were arrested/issued a PND	Date	Time
The offence or offences that you were arrested/issued a PND for		
To the best of your knowledge, has the police investigation concerning you concluded?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please provide details of the circumstances of your arrest or why you were issued with a PND. In addition, please provide detailed evidence below to support the grounds selected on Page 2. This will assist the chief officer's decision making process. (Further information can be added on the continuation sheet on page 10 if necessary).

Continuation page

Please add any additional information on this page