

SUBJECT ACCESS REQUEST – INFORMATION REQUEST APPLICATION FORM GUIDELINES

Completing the Application Form <ul style="list-style-type: none"> The form will be used by Rossendale Borough Council to help you receive information that we hold and process about you. The period of 30 calendar days in which Rossendale Borough Council must respond to this request will not start until it is satisfied that the evidence of the applicant/applicant's representative's identity have been confirmed AND the application form has been fully completed. 	
Providing Proof of Identity / Address Evidence <ul style="list-style-type: none"> ALL applicants AND their representatives MUST supply evidence of their identity. To prove who you are and to make sure that someone else is not trying to find out information about you that they are not entitled to see, we need to see 2 separate documents – examples of documentary evidence are: 	
Evidence of Identity <ul style="list-style-type: none"> Current signed passport Residence permit issued by Home Office to EU Nationals on sight of own country passport Current UK photo card driving licence Current full UK driving licence (old version) – old style provisional driving licences are NOT acceptable Current benefit book or card or original notification letter from the Department for Work & Pensions confirming the right to benefit Building Industry sub-contractor's certificate issued by the Inland Revenue Recent Inland Revenue tax notification Current firearms certificate Birth certificate Adoption certificate Marriage certificate Divorce or annulment papers Application Registration Card (ARC) issued to people seeking asylum in the UK (or previously issued standard acknowledgement letters, SAL1 or SAL2 forms) GV3 form issued to people who want to travel in the UK but do not have a valid travel document Home Office letter IS KOS EX or KOS EX2 Police registration document HM Forces Identity Card 	Evidence of Address <p>These documents should be recent within the last 6 months and MUST contain the name and address of the person whose identity is being evidenced.</p> <ul style="list-style-type: none"> Record of home visit Recent original utility bill or certificate from a utility company confirming the arrangement to pay for the services at a fixed address on prepayment terms PLEASE NOTE: mobile telephone bills or bills printed from the internet are NOT acceptable as their integrity cannot be guaranteed Local authority tax bill (valid for current year) Bank, building society or credit union statement or passbook containing current address Recent original mortgage statement from a recognised lender Current local council rent card or tenancy agreement Current benefit book or card or original notification letter from the Department for Work & Pensions confirming the right to benefit Court order <p>The following may be used if NOT already being used to evidence identity:</p> <ul style="list-style-type: none"> Current UK photo card driving licence Current full UK driving licence (old version)
Applicant's Representative <ul style="list-style-type: none"> If you are the applicant's representative ie family representative, solicitor etc, you must have written permission from the applicant giving you authority to undertake this application. A form is included with the application for this purpose. You MUST also supply evidence of your identity/address – see above section. 	