

# Personal information request form

To ask for information which Merton Council holds about you, please complete this form. Please note that:

- We do not charge a fee for supplying the information.
- You need to supply proof of your identity, such as a photocopy of your birth certificate, passport, driving licence or two letters from your bank, gas or electricity supplier. Please contact us if you have difficulty in providing this.
- If you are asking for information on behalf of someone else, such as your child, an adult relative or a friend, you must also send us proof of their identity. If they are aged 12 or over they must also sign this form to give us their permission to send you the information.

## 1 Your personal details

We will send the information to you using these details. Please note that it is an offence to pretend to be someone else and ask for information about them.

<b>Your full name:</b>
If we hold information about you under a previous name, what was that name?
<b>Your address and postcode:</b>
If we hold information about you under a previous address, what was that address and postcode?
<b>Your date of birth:</b>
Your daytime telephone number:
Your email address (if you would like the information by email):

## 2 If you are asking for information about someone else

What is their name and address?
What is their date of birth?

## 3 If you are asking for information about a child

What is the child's date of birth?		Are you their parent or guardian? State 'Yes' or 'No'	
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## 4 The information you require

Use this space to tell us what information you want us to send to you. So that we can find the information you want, you must tell us about any relevant services you have received from us, or list the type of files you require. Please also tell us the names of any council employees you dealt with and details of any complaint or incident that relates to your request. Please include any account numbers, dates, or references, which might help us locate the information you require.

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*Please continue on a separate sheet if you need to, and attach it.*

## 5 Declaration

I confirm that I have listed above all the personal data I want to access.

Your signature ..... Date .....

**If you have requested information on behalf of a child aged 12 or over, or on behalf of someone else, that person must sign this declaration:**

I give my permission for a copy of my personal information, as described above, to be sent to the person whose name appears in section 1 above.

Signature ..... Date .....

**Please return this form when signed, together with your proof of identity to:**

Information Governance Team, Merton Council, Civic Centre, London Road, Morden, SM4 5DX

*For office use:*

*Proof of identity [.....] copied and returned (✓)*