

**NATIONAL HUNTER**  
**SUBJECT ACCESS REQUEST FORM**

We can only process subject access requests by post.

Please complete this form in full to obtain a copy of any information we hold about you. All fields should be completed, or there may be a delay in providing your information to you.

**Section 1: your details**

Title	First name (s)	Surname (please include any other surnames you were known by within the last 6 years)	Date of birth

Current address

Previous address/es (if applicable within the last 6 years)
<small>If more space is needed please write in the box given on page 2</small>

**Section 2: Proof of identity**

You must enclose two proofs of identity, one from each of the lists below, to verify your identity and to protect against fraud. Photocopies are acceptable, but we reserve the right to request original documentation.

<b>List 1</b>	Tick
Current UK/EEA passport	
UK photocard driving licence (full or provisional)	
Firearms licence/shotgun certificate	
National Identity Card (non-UK nationals)	
Identity Card issued by the Electoral office for Northern Ireland	
Current non-UK/EEA passport with a valid endorsement evidencing leave to reside in the UK	

<b>List 2</b>	Tick
* These documents must be less than 3 months old, and must confirm your current address	
Full UK paper driving licence (pre-photocard version)	
State Benefits Entitlement document *	
State Pension Entitlement document *	
HMRC Tax Credit document *	
Local Authority Benefit document *	
State/Local Authority Educational Grant document	
HMRC Tax Notification document	
Disabled Drivers Pass	
Financial statement issued by bank, building society or credit card company *	
Judiciary document such as Notice of Hearing, Summons or Court Order *	
Utility bill for the supply of gas, electric, water or telephone landline *	
Most recent mortgage statement	
Most recent Council Tax bill/demand or statement	
Current council rent card	
Current council tenancy agreement	
Building Society Passbook which shows a transaction in the last 3 months and your address	

Section 3: Method of payment

We can accept cheques or postal orders payable to **N Hunter Ltd** (in the sum of £10.00). Any other name will not be accepted by the bank and will delay our response to your request. We do not recommend you send cash in case of theft in transit.

Additional Addresses/additional information

By signing this document, you confirm that you have read and accurately completed all sections, and enclosed necessary documentation and payment.

Signature .....

Date .....

Please send completed form, ID and payment to:

N Hunter Ltd  
PO Box 2756  
Stoke on Trent  
ST6 9AQ