

OFFICE USE ONLY	
Reference	
Date in	
Date out	
Authorised	

### SUBJECT ACCESS REQUEST FORM

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)

If more space is needed please write in the box given on page 2

#### Section 2: Proof of identity

You must provide 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.

List 1	Tick
This document must show your date of birth	
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	
UK Birth Certificate	
UK Marriage Certificate	
UK Residence Card	

List 2	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	

Additional Addresses/additional information

How information about you will be used

The personal information you have provided to us for your Subject Access Request, will be used solely for the purpose of processing your request and will be securely destroyed upon completion. No information will be retained by N Hunter Ltd.

By signing this document, you confirm that you have read and accurately completed all sections, enclosed necessary documentation and agree to the statement above regarding the processing of your personal data

We will respond to your request within one month of receipt. We reserve the right to charge a reasonable fee, or refuse to act on the request, where we consider requests to be manifestly unfounded, excessive or repetitive.

Signature .....

Date .....

Please send completed form and ID to:

N Hunter Ltd  
PO Box 4744  
Stone  
ST15 9FE