

Mr Simon Cordell
109 Burncroft Ave
Enfield
Middlesex
EN3 7JQ
00/00/0000
re_wired@ymail.com and lorraine32@blueyonder.co.uk
07864 217519
20/02/2024

ACRO (SAR)
PO Box 623
Fareham
Hampshire
PO14 9FS
United Kingdom

Dear Sir/Madam,

Subject: Request for Confirmation of Rehabilitation of Offenders Act 1974 Information
and one other issue.

I hope this letter finds you well. I am writing to kindly request your assistance in confirming the accuracy of certain information related to the Rehabilitation of Offenders Act 1974 (ROA) in the United Kingdom.

After conducting thorough research, I have come across various details concerning the rehabilitation periods and the process for the removal of spent convictions, as well as exceptions to rehabilitation outlined in the ROA. As responsible citizens, it is crucial for us to remain informed of these matters to ensure fair treatment and adherence to the law.

Based on my understanding, the ROA stipulates that the rehabilitation periods are determined by the sentence received or disposal administered as a result of a conviction, as well as the individual's age on the date of conviction. I have also noted that recent government legislation, effective as of 28th October 2023, introduced updates to the rehabilitation periods. For instance, custodial sentences exceeding four years (excluding schedule 18 offenses) become spent after a period of seven years from the completion of the sentence, including any associated license period.

However, it is also my understanding that certain convictions are excluded from rehabilitation and will always be disclosed to specific parties. These include sentences of imprisonment for life, sentences of imprisonment, youth custody, detention in a young offender institution or corrective training exceeding four years for a schedule 18 offense, sentences of preventive detention, sentences of detention at His Majesty's pleasure, sentences of custody for life, and public protection sentences.

To ensure that I have the most accurate and up-to-date information, I kindly request your confirmation regarding the following points:

1. The accuracy of the information outlined above concerning the rehabilitation periods under the ROA, taking into account the recent legislative changes.
2. The process for applying to ACRO or the Disclosure and Barring Service (DBS) for the removal of spent convictions, including relevant application details, fees, and supporting documentation requirements.
3. Clarification regarding the exceptions to the removal of spent convictions, particularly in relation to professions and roles that may require individuals to disclose such convictions.
4. The importance of removing spent convictions from an ACRO report and its impact on individuals seeking employment, housing, or visas, with respect to the principles of rehabilitation and reintegration into society.

5. Information regarding provisions in the law for the sealing or becoming spent of records related to offenses committed by individuals under the age of 18 based on the severity of the offense.
6. The treatment of cases marked as "NFA" (No Further Action) or "Not Guilty" in regards to their removal from the ACRO report.
7. The removal of associated convictions from the ACRO report in cases where an individual has received a pardon or a royal prerogative of mercy.
8. Eligibility criteria for the removal of cases that, if retained, would infringe upon an individual's human rights or potentially lead to unjust discrimination.
9. Any additional guidance or relevant provisions under the UK's Data Protection Act and General Data Protection Regulation (GDPR), allowing for the erasure of personal data, including the removal of old or irrelevant criminal records.
10. Any future plans or potential legislation concerning the expungement or removal of specific types of convictions.
11. Specific criteria regarding the removal of certain convictions from an individual's PVG Scheme record within Scotland.
12. Also, can you explain if you feel any data is wrong that you hold on me what is the process to deal with this as there are errors on my record.

If possible, I kindly request your response within 1 month to ensure I have accurate and reliable information for personal and professional purposes. I greatly appreciate your time and attention to this matter. Should you require any additional information or have any questions, please do not hesitate to contact me using the provided contact details.

Thank you very much for your kind assistance. I eagerly await your response.

Yours sincerely,

Mr Simon Cordell 20/02/2024

ACRO
Criminal Records Office

Record Deletion Application Form Guide

If you have any questions, please email the ACRO Public Access team at deletions@acro.police.uk

Overview

The 'Record Deletion Process' (RDP) should only be used when requesting the deletion of certain offences and/or records held on the Police National Computer (PNC), the National Fingerprint Database (IDENT1) and the National DNA Database (NDNAD).

To apply for the deletion of offences and/or records held on one of the above databases, you will need to complete a 'Record Deletion Application Form'. This guide is to help you complete the form and apply for the deletion of your record(s).

With the exception of the custody photograph, this application does not cover requests for the deletion of any other records held on local police systems. Requests for the deletion of records held on local police systems must be made directly to the relevant force.

By completing this form, you are requesting that the relevant police force (via ACRO), review and decide whether a specific arrest event (or events) recorded on the PNC and the associated fingerprints and DNA, if held, can be deleted in accordance with the grounds and reasoning that you represent within your request.

Please note that this is a review process and submitting an application does not mean that the offences and/or record(s) in question will be deleted.

We recommend you complete the Record Deletion Application Form electronically and send to us via email to enable your application to be processed as quickly as possible. **ACRO will not accept handwritten forms by email**; however they can be posted to us.

Please be advised:

- You may be contacted by ACRO in relation to your application using the contact details you provide. ¹
 1. The application form is not completed correctly or, is submitted in an incompatible format.
 2. The correct identity documents and proof of address are not enclosed.
 3. The application form is not sent directly to ACRO.
 4. There is an unforeseen event or occurrence outside of ACRO's control such as a postal strike or computer system failure.
 5. You have an ongoing complaint with the police force regarding the investigation for which you seek to have national records reviewed for deletion. A police force may advise that a decision on deletion cannot be made until the complaint has concluded.
- The result of your application will be notified to you as a letter attached to an email, using the email address you provide on page 1 of the application form. Alternatively, you can elect to receive the result via post, at the current address you provide in page 1 of the application form.
- ACRO accepts no responsibility for information being sent to incorrect addresses, as we will only use the information provided on the application form, so please check this is correct before sending your application form to us.
- A person who impersonates or attempts to impersonate another person without their knowledge may be guilty of an offence.

Before you start:

Before you complete a Records Deletion Application Form, you will need to:

- Check your offence(s) are eligible for review under this process. See eligibility below.
- Download the application form and complete electronically (photos of handwritten forms will not be accepted).
- Check you can answer all mandatory fields marked with a red asterisk *.
- Provide a copy of proof of ID and proof of current address (which must be dated within the last 6

¹ Your application may be delayed if:

months).

- Make a note of the offence details that you wish to have considered for deletion.

Eligibility to apply:

Please use the following table to establish if the offences(s) you are applying for consideration for deletion are eligible. If your offences(s) falls into the 'Not Eligible' category please do not continue with your application **but view our [Frequently Asked Questions](#) for next steps.**

Individuals cannot apply if they believe information on their PNC record is incorrect. Any issues of this nature are regarded as a data dispute and will need to be raised directly with the police force concerned.

<u>Eligible</u>	<u>Not Eligible</u>
You have been issued a Penalty Notice for Disorder (PND)	You have been issued a Court Conviction (as an adult or juvenile)
You have been issued a Final Warning as a juvenile	You have been issued a Conditional Discharge or an Absolute Discharge in Court
You have been arrested but not charged and/or convicted of a minor offence (as an adult or juvenile)	Your arrest event is owned by Police Service Northern Ireland
You have been issued a Caution or Conditional Caution (as an adult)	Your arrest event is owned by Police Scotland
You have been issued a Youth Caution (as a juvenile)	Your arrest event is still under investigation
You have been issued a Reprimand (as a juvenile)	You were charged with, but not convicted of a qualifying offence, and the biometrics have been approved for 3 year retention by the Biometrics Commissioner (as an adult or juvenile)
You have been arrested and charged with a qualifying offence (serious offence) but you were not subsequently convicted (as an adult or juvenile)	You were charged with, but not convicted of a qualifying offence, and biometrics have been approved for a 2 year extension by a District Judge (as an adult or juvenile)
You have been arrested but not charged for a minor offence and given a Discontinuance (as an adult or juvenile) Application form:	

Individuals cannot apply to have a court conviction deleted under the RDP because chief officers cannot overrule the convictions handed down by the courts. However, if new evidence emerges, there is an opportunity for you to apply to the [court](#).

All fields marked with a red asterisk (*) are mandatory information fields, as they enable us to establish your identity. If you do not complete all of the mandatory fields, your application will be returned to you. The remaining fields within the application form are not mandatory but please endeavour to complete all fields as fully as possible as this will help us to process your application in a quicker timescale.

1. Personal information

Please complete all fields in this section.

Previous Names

If you do not have any previous or maiden names please write 'Not Applicable' in this field.

Email Address

All correspondence, unless indicated otherwise, will be sent via this email address so please ensure that it is correct.

2. Proof of identity and proof of address

Proof of Identity

Please provide:

- 1) A copy of an official proof of identity, which clearly shows your name, date of birth and current address. An identity document with your photograph will assist us to process your request but is not essential.

Examples: Passport (photo page), Photo driving licence or Birth certificate.

Please note if your proof of identity includes your current address **and** is dated within the last 6 months you **do not** need to provide a separate proof of address.

Proof of Address

Please provide:

- 2) A copy of an official proof of current address, dated within the last 6 months.

Examples: Utility bill (gas, electric, TV, landline phone bill), local authority council tax bill or bank statement.

PLEASE NOTE: If submitting your application via email, each file you send **must** be no more than 2MB in size and **must** be in JPG, GIF, TIF or PDF format. Please note that if we cannot read your documents due to low image quality then your application may be delayed.

3. Event 1

Address provided when arrested / charged, if different to current address:

If your address is the same as your current address, please place an 'X' in the 'Not Applicable' box.

Name of the police officer who dealt with your case (if known)

This information is not mandatory but if you are able to provide it, it will assist the force when dealing with your application.

To the best of your knowledge, has the police investigation concerning yourself concluded?

If the investigation concerning yourself is still ongoing, the details of your application will be passed to the relevant force to confirm the investigation status. However, the force will not be able to action your request if it is in relation to a live investigation and you will be advised as such.

In no more than 600 characters, please provide details of the circumstances of the event which is sought for deletion and also provide evidence to support the grounds for record deletion you will select on page 3.

It is not mandatory to provide this information, but it will assist the relevant police force if you do and may help to expedite the force's decision.

If you are seeking the deletion of further arrest events, then please complete the Record Deletion Additional Event Form.

4. Grounds for Record Deletion

Please provide us with the detail concerning the grounds under which you are requesting a record deletion.

The following are examples of circumstances (the grounds) in which a Chief Officer should consider the deletion of a person's PNC record and biometric data.

Please read the examples below and tick the most relevant box(es) that relate to your circumstances.

<u>Ground for deletion</u>	<u>Explanation</u>
Unlawfully Taken	Where you believe your DNA or fingerprints were taken unlawfully. (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).
Mistaken Identity / Unlawful Arrest	Where you believe that your arrest was unlawful or was based on you being mistakenly identified. (Section 1 of the Protection of Freedoms Act 2012 provides that a Chief Officer must destroy your DNA and fingerprints if it appears they were taken unlawfully or based on mistaken identity).
No Crime	Where it is established that a recordable crime has not 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 that the deceased person died of natural causes and not as a result of homicide.

<u>Ground for deletion</u>	<u>Explanation</u>
Malicious / False Allegation	Where the case against an individual has been withdrawn at any stage, and there is corroborative evidence that the case was based on a malicious or false allegation.
Proven Alibi	Where there is corroborative evidence that the individual has a proven alibi and as a result s/he is eliminated from the enquiry after being arrested.

Incorrect Disposal	Where disposal options are found to have been administered incorrectly, and under the correct disposal there would be no power to retain the DNA profile. In such circumstances, consideration should be given to deleting the DNA profile, fingerprints and the PNC record. Deletion in these circumstances could also be the product of review within the criminal justice process, for example, the withdrawal of a caution.
Suspect Status Not Clear at the Time of Arrest	Where an individual is arrested at the outset of an enquiry, the distinction between the offender, victim and witness is not clear, and the individual is subsequently eliminated as a suspect (but may be a witness or victim).
Another Person Convicted of the Offence	If another person is convicted for the offence then the Chief Officer may wish to consider the deletion of the biometric information and PNC record, providing there is no concern of there being more than one offender.
Judicial Recommendation	If, in the course of court proceedings, a magistrate or judge makes a recommendation that your fingerprints, DNA or PNC record should be deleted.
Public Interest	Where there is a wider public interest to do so.

5. Submit my application

Application check list	
Application - Mandatory fields fully completed and declarations acknowledged, and form signed	☐
Application - Completed electronically and not handwritten	☐
Proof of identity document enclosed (copies will not be returned)	☐
Proof of current address (copies will not be returned)	☐
If submitting your application via email, your proof of identity and address documents are no more than 2MB in size and are	☐
Any additional documents to support your application	☐

6. What happens next?

The ACRO Public Access team will review your request and if it meets the set eligibility criteria for this process, it will be sent via secure email to the relevant point of contact within the force who are the Controllers of your records.

You will receive an acknowledgement from us once your application has been sent to force.

The force will conduct their review in accordance with their own internal processes and they will provide a decision, via email, to the ACRO Information Management team.

The ACRO Information Management team will then notify you of the outcome.

If your application does not meet the criteria for any reason then, you will also be contacted to be advised as such.

7. Where can I get more information?

Further information about the Records Deletion Process can be found on our website - [Record Deletion \(acro.police.uk\)](https://www.acro.police.uk/Record-Deletion) or in the [national guidance](#).

This is hide in the headers and you can only see it if you open them!

If you have any queries in relation to this process please e-mail deletions@acro.police.uk or visit our website: <https://www.acro.police.uk>
Information Management, ACRO, PO Box 481, Fareham, Hampshire, PO14 9FS
Version 1.2 (2003)
Or via post to:
deletions@acro.police.uk

Please send your completed application and associated documents via e-mail to:

Correct postage costs (ACRO will not accept additional postal charges)

ACRO

Criminal Records Office

Date: 21/02/2024 Reference: Queries regarding ROA

Mr Simon CORDELL
Sent via email: lorraine32@blueyonder.co.uk

Queries regarding spent conviction and the Rehabilitation of Offenders Act 1974 (ROA)

Dear Mr CORDELL,

Thank you very much for your letter received by email on the 20th February 2024.

Please see the below responses to your questions.

1. The accuracy of the information outlined above concerning the rehabilitation periods under the ROA, taking into account the recent legislative changes.

Yes, the Rehabilitation Periods outlined in the ROA are determined by the sentence or disposal issued to the individual (e.g. a prison sentence, fine or caution). It will also depend upon the age of the offender at the time that they were convicted or issued a caution.

You are correct in respect of your understanding regarding the recent legislative changes which, has resulted in some

updates to the rehabilitation periods. These changes came into effect from 28 October 2023. Before this no custodial sentence of more than four years could become spent.

There are certain convictions which are excluded from rehabilitation such as those which result in life sentences or, sentences of over four years for sexual or violent offences.

In addition to this, the gov.uk website advises the following:

If you have a conviction that is excluded from rehabilitation, then previous convictions that were unspent at the time would also never be spent.

Any further convictions after the conviction which is excluded for rehabilitation however can become spent once the normal rehabilitation periods have passed.

Everything you need to know about the ROA including the recent changes can be found here:

[\[Title\] \(publishing.service.gov.uk\)](#)

2. The process for applying to ACRO or the Disclosure and Barring Service (DBS) for the removal of spent convictions, including relevant application details, fees, and supporting documentation requirements.

The ROA only impacts upon the *disclosure* of information.

The DBS has their own framework in place for determining the *disclosure* of information from the Police National Computer (PNC) which are known as the DBS Filtering Rules. Further information on this Home Office owned model can be found here:

[DBS filtering guide - GOV.UK \(www.gov.uk\)](#)

You cannot apply to the DBS for the removal of convictions from a disclosure, the DBS filtering rules applied will determine what gets disclosed and for how long. The DBS also has a list of specified offences which will never filter from a DBS certificate:

[List of offences that will never be filtered from a DBS certificate - GOV.UK \(www.gov.uk\)](#)

The ROA and the DBS Filtering Rules do not impact upon the *retention* of the information held on the Police National Computer (PNC). The current retention policy for records held on the PNC is that they will be retained until an individual is deemed to have reached 100 years of age.

Court convictions are not eligible for deletion from the PNC. Therefore, in answer to your question there is no process in place for the removal of convictions (from PNC) irrespective of whether they are spent or not under the ROA.

Information relating to court convictions held on a Police Force's local system is held in accordance with the Management of Police Information (MOPI) framework:

[Review, retention and disposal | College of Policing](#)

Cautions and other disposals, with the exception of court convictions, are eligible for review for deletion from PNC. I have given advice on this process on Page 6 of this response.

3. Clarification regarding the exceptions to the removal of spent convictions, particularly in relation to professions and roles that may require individuals to disclose such convictions.

As above, spent convictions or unspent convictions do not get deleted from the PNC.

However the *disclosure* of that information from PNC for the purposes of employment must be managed lawfully in accordance with the ROA and DBS filtering rules. For any other purpose, data protection legislation must be complied with.

As outlined in the Guidance document linked above, *"there are certain exceptions where someone may be asked to disclose their caution or conviction even if it is considered spent under the 1974 Act. The provision for this is set out in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, (the "Exceptions Order"). This is in recognition that there are certain activities for which fuller disclosure of a person's criminal record history is relevant, for example, working with children and other vulnerable groups, in vulnerable circumstances or some other particularly sensitive area of work."*

Page 21 of this guidance document provides a table on which cautions and convictions needs to be disclosed under the Exceptions Order: [\[Title\] \(publishing.service.gov.uk\)](#)

4. The importance of removing spent convictions from an ACRO report and its impact on individuals seeking employment, housing, or visas, with respect to the principles of rehabilitation and reintegration into society.

When you refer to an 'ACRO report', I am assuming that you are referring to the disclosure you would receive from the PNC following a Subject Access Request application ([Subject Access \(acro.police.uk\)](#))

This process enables an individual to make a request which, in turn will provide that individual with a copy of the arrests and disposals recorded about them by the Police on the PNC.

ACRO carry out this service on behalf of Police Forces however, we are a Processor as defined in the Data Protection Act 2018. ACRO are not the Controllers of the information recorded about a person on the PNC which has been added by a Police Force.

A PNC disclosure provided under this service would include all the arrests and disposals recorded about the person on that system as it's an individual right for that individual to have access to a copy of their personal data.

We would not remove any conviction information from such a disclosure as a Subject Access Request is for personal use.

It should not be used by an individual for employment purposes as it could disclose more information than an employer is entitled to (e.g. No Further Action disposals) but this is why the DBS exists because they specifically issue criminal record certificates for employment purposes and so, certain information would get filtered from such a certificate in accordance with the DBS Filtering Rules.

It is an offence under section 184 of Data Protection Act 2018 '**Prohibition of requirement to produce relevant records**' for a person to require another person to provide them with a relevant record in connection with— (a) the recruitment of an employee by P1, (b) the continued employment of a person.

5. Information regarding provisions in the law for the sealing or becoming spent of records related to offenses committed by individuals under the age of 18 based on the severity of the offense.

I'm not aware of there being any provisions in law in the UK with regards to the "sealing" of criminal records, this is not something that comes under the remit of ACRO.

With regards to records becoming spent for offences committed by individuals under the age of 18, the ROA would be applied accordingly depending on the disposal. For sentences of life imprisonment and youth custody for over 4 years for [schedule 18](#) offences, these will never become spent.

6. The treatment of cases marked as "NFA" (No Further Action) or "Not Guilty" in regard to their removal from the ACRO report.

As above, a PNC disclosure provided under the Subject Access Request service would include *all* the arrests and

disposals recorded about the person on that system and so, that would include No Further Action and Not Guilty disposals.

The ROA does not get applied to disclosures provided under the Subject Access Request service because this document is intended for an individual's personal use e.g. for those individuals wishing to confirm what is held about them on the PNC.

The disclosure ACRO provides should not be used for employment purposes.

In respect of the DBS whose certificates are specifically for employment purposes, such disposals do not get disclosed on a basic or standard disclosure. However, they may be subject to disclosure on an enhanced certificate but, such information goes through a very rigorous decision-making process at force level for the Chief Officer to decide whether there is non-conviction information held locally which, is relevant to the job that is being applied for and ought to be disclosed.

This is in accordance with Part of the Police Act 1997 (113 B (4): [Police Act 1997 \(legislation.gov.uk\)](https://legislation.gov.uk/ukpga/1997/63/part/II/chapter/II/section/113B)

7. The removal of associated convictions from the ACRO report in cases where an individual has received a pardon or a royal prerogative of mercy.

If a conviction were removed from PNC as a result of a pardon or royal prerogative mercy then, this would not be present on PNC and therefore would not be disclosed.

The deletion of such information would be actioned by the Controller (the Police Force responsible for the conviction record on PNC) and so, once that information was deleted from PNC then it would not be there to form any future disclosures applied for by the individual through ACRO.

The Home Office also oversee a process called Disregarding Certain Convictions. Only certain offences can be applied for under this process:

[How to apply to remove a conviction for decriminalised sex offences - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/how-to-apply-to-remove-a-conviction-for-decriminalised-sex-offences)

8. Eligibility criteria for the removal of cases that, if retained, would infringe upon an individual's human rights or potentially lead to unjust discrimination.

Court convictions are not eligible for removal from the PNC.

The [National Police Records \(Recordable Offences\) Regulations 2000](#) permits the following:

3.—(1) There may be recorded in national police records—

(a) convictions for; and

(b) cautions, reprimands and warnings given in respect of,

any offence punishable with imprisonment and any offence specified in the Schedule to these Regulations.

If an individual felt that the continued retention of a court conviction was infringing upon their human rights then the individual has the right to raise a Judicial Review: [Judicial review - Courts and Tribunals Judiciary](#)

9. Any additional guidance or relevant provisions under the UK's Data Protection Act and General Data Protection Regulation (GDPR), allowing for the erasure of personal data, including the removal of old or irrelevant criminal records.

The current stance in England and Wales is that court convictions are not deleted from the PNC. This position is

outlined in 1.5.5 of the NPCC Guidance '*Deletion of Records From National Police Systems (PNC/NDNAD/IDENT1)*': [Microfiche Library \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

If you have certain non-conviction information held about you on the PNC then you may be eligible to apply under the Record Deletion Process which, is the process outlined in the aforementioned guidance.

Please be advised that all requests for record deletion under the 'Record Deletion Process' (RDP) should be submitted on the necessary application form, please find enclosed a blank form and some application form guidance for your convenience.

Cautions/warnings/reprimands and non-convictions are eligible for consideration and review under this process however, court convictions and conditional / absolute discharges are not.

Please be aware that submitting an application does not automatically mean that a record will be deleted, it simply gives applicants the opportunity to put forward a request for the owning police force to review and to make a decision as to whether they will retain or delete the record.

Furthermore, this process only covers requests for the removal of records from national police systems, namely, IDENT1 (National Fingerprint Database), NDNAD (National DNA Database) and the PNC (Police National Computer). Requests for the deletion of records held locally by police forces are not covered under this process and are held in accordance with the [Authorised Professional Practice on Information Management](#). Any queries with regards to such records should be directed straight to the force who own them.

On the application form, please select the ground(s) that you applying under and provide detailed evidence to support each ground selected e.g. what happened in the run up to the event and why you feel your case for deletion falls under the ground(s) that you have ticked.

You will also need to provide a copy of a proof of identity (e.g. passport / driving licence) and a copy of a proof of current address dated within the last 6 months (e.g. utility bill / bank statement).

Upon receipt of an eligible record deletion application, we will refer this to the owning force for them to review and make a decision upon. The decision will be communicated back to you via this office.

Please note that ACRO do not make the decision on record deletion, we are a conduit for this process.

10. Any future plans or potential legislation concerning the expungement or removal of specific types of convictions.

ACRO is not responsible for legislation and so, you may wish to raise this query with the Home Office.

11. Specific criteria regarding the removal of certain convictions from an individual's PVG Scheme record within Scotland.

ACRO have no involvement in this process and therefore, you may wish to contact Disclosure Scotland to query this: [How to contact Disclosure Scotland - mygov.scot](https://mygov.scot)

12. Also, can you explain if you feel any data is wrong that you hold on me what is the process to deal with this as there are errors on my record.

ACRO are not the Controllers of information recorded about a person by the Police whether that be on the PNC or, on a police force's local system(s).

Therefore, if you have concerns about the accuracy of information held about you by the police then you are able to raise a Right to Rectification request directly with the police force(s) concerned.

Details on exercising your Subject Right of Rectification with a specific police force can be found on the website for

that force.

I hope the above is of assistance but please do not hesitate to contact me if you have any further questions.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "Jess Mullins". The signature is written in a cursive, slightly slanted style.

Jess Mullins
Public Access Supervisor

Record Deletion

Application Form

You must refer to the Record Deletion Application Form Guide in order to complete this form and you must complete all mandatory fields marked with an asterisk* as these fields will enable us to confirm your identity. Failure to do so may result in your application being returned to you.

NB. The information supplied in connection with this application will be used for the purpose of processing this request and may be used to update the PNC, where applicable. By submitting this form to ACRO, you consent to ACRO and other relevant police forces contacting you in relation to this application, using the details you have provided.

If you have previously submitted a deletion request to force, please provide the ACRO reference number that relates to this below

ACRO reference number:

Personal information

* Title:	Choose an item.		
* All Forename(s):			
* Surname (Family name):			
* Previous name(s):			
* Date of birth (dd/mm/yyyy) :			
* Place Of Birth:	Town:		
	Country:		
* Gender:	Male	Female	Other
Ethnic Appearance:	White North European	White South European	Black Asian
	Chinese, Japanese or South East Asian Middle Eastern		Other or Declined
* Current Address:	House name/number: Street: Town/City: County: Post Code:		
Contact Tel. Number:			

***Email Address:**

Records that you are applying to have deleted

☐ I acknowledge that in submitting this application, I am applying for the eligible arrest event(s) on my PNC record (and which are detailed in this form) plus any accompanying fingerprints and DNA to be reviewed for deletion, if still held.

☐ If held, I would also like my custody image to be reviewed for the deletion at the same time

Proof of identity and address

Please place an 'X' in the relevant boxes below to confirm the type of documentation included with your application.

Please see the Record Deletion application guide for details on acceptable proof of address (**dated within the last 6 months**) and proof of identity.

Event 1 - Details of the event leading to arrest, report, summons, voluntary attendance or issuing of a Penalty Notice for Disorder (PND).

N.B. If you have further event histories / PNDs for consideration under this process, please provide details by completing a separate Record Deletion Additional Event Form, which you can obtain on our website.

Address provided when arrested/charged, if different to current address:	House name/number: Street: Town/City: County: Post Code:	
The police force and station who dealt with your case	*Force	Choose an item.
	Station	
* Date that you were arrested/reported/summonsed/ issued a PND		
Name of the police officer who dealt with your case (if known)		
* The offence or offences that you were arrested/reported/summonsed/ issued a PND for that you wish to be deleted		
To the best of your knowledge, has the police investigation concerning yourself concluded?	Yes ☐	No ☐

In no more than 600 characters, please provide details of the circumstances of the event which is sought for deletion. In addition, please also provide evidence to support the grounds for record deletion, which you will select on page 3. This will assist the chief officer's decision-making process.

☐ Passport (photo page)
☐ Photo driving licence
☐ Other
And Q Proof of Address

Do you have any further events you would like to be considered under this process? Yes No ☐

If yes, how many?

N.B. Please complete a separate Record Deletion Additional Event Form (available on our website) for each additional event that you would like to be considered under this process.

Grounds for record deletion

Please see the Record Deletion Application Guide, which sets out the grounds under which an application should be considered. Please identify the reason(s) below which you consider to be the grounds upon which you make this application, by placing an 'X' in the relevant box(es).

Unlawfully taken	☐
Mistaken identity / unlawful arrest	☐
No crime	☐
Malicious/false allegation	☐
Proven alibi	☐
Incorrect disposal	☐
Suspect status not clear at the time of arrest	☐
Another person convicted of the offence	☐
Judicial Recommendation	☐
Public interest	☐

Applicant declaration

☐ I am the applicant

☐ I am the applicant's representative

Applicant declaration continued

Please place an 'X' in the box against the appropriate statement:

- 1. I am the individual to whom this application relates, or I am the parent/legal guardian/appropriate adult acting on behalf of the individual to whom this application relates.**
- 2. I understand the questions asked in this application and I confirm that the information I have supplied is accurate.**
- 3. I enclose with my application a copy of a current identification document and a copy of proof of current address, which will assist the Police in establishing that I am the person to whom this application relates.**
- 4. If I am a parent/legal guardian/appropriate adult acting on behalf of the applicant then I have enclosed a copy of proof of identity and current address pertaining to me in addition to those pertaining to the applicant.**
- 5. If I have Power of Attorney for the applicant, I have enclosed a copy of the Power of Attorney documents with this request.**
- 6. 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.**
- 7. I understand that the results of my application will be sent to me via email, unless I place an 'X' in the following box, which means that I elect to have the results forwarded to me via post (to my current address detailed on page 1 of this form). Q**

For use by the applicant only

*** By signing below I acknowledge and understand the aforementioned declarations. *Print name: *Date:**

For use by the Parent/Legal Guardian/Legal Representative/Appropriate Adult acting on behalf of the applicant only * I am acting on the applicant's behalf and by signing below, I acknowledge and understand the aforementioned declarations.

***Print name:**

***Date:**

Record Deletion

Additional Event Form

Additional Event - Details of event leading to arrest, report, summons, voluntary attendance or issuing of a Penalty Notice for Disorder (PND).

Full Name (Forename / Surname)		
Address provided when arrested / charged, if different to current address:		
House name/number: Street: Town/City: County: Post Code:		
The police force and station who dealt with your case	Force	Choose an item.
	Station	
* Date that you were arrested/reported/summonsed/ issued a PND		
Name of the police officer who dealt with your case (if known)		
* The offence or offences that you were arrested / reported / summonsed /issued a PND for that you wish to be deleted		
To the best of your knowledge, has the police investigation concerning yourself concluded?	Yes ☐	No ☐

In no more than 600 characters, please provide details of the circumstances of the event which is sought for deletion. In addition, please also provide evidence to support the grounds for record deletion, which you will select on page 2. This will assist the chief officer's decision-making process.

Grounds for record deletion

Please see the Record Deletion Application Guide, which sets out the grounds under which an application

should be considered. Please identify the reason(s) below which you consider to be the grounds upon which you make this application, by placing an 'X' in the relevant box(es).

Unlawfully taken	☐
Mistaken identity / unlawful arrest	☐
No crime	☐
Malicious/false allegation	☐
Proven alibi	☐
Incorrect disposal	☐
Suspect status not clear at the time of arrest	☐
Another person convicted of the offence	☐
Judicial recommendation	☐
Public interest	☐

--