APPENDIX A – PROOF OF IDENTITY FORM

Proof of identity:

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

If you are **NOT** the Data Subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the Data Subject and proof of your right to act on their behalf.

Administration fee:

Fees will be determined following a review of the request and communicated in advance of processing to the Data Subject or Data Requestor.

Data Subject & Data Requestor Information

A Data Requestor is a person who is acting on behalf of the Data Subject.

Data Subject Information

Please fill in the details of the Data Subject in the form below.

Proof of Identity Form:

Title:	
Surname/ Family Name:	
First Name(s)/Forenames:	
Date of Birth:	
Address:	
Post Code:	
Day Time Telephone Number(s): Main: _____ Alternative: _____	

Previous Address 1:
Previous Post Code 1:

Previous Address 2:
Previous Post Code 2:

Proof of Identity

Please tick the relevant box below for the type of proof of identity you are providing:

Birth certificate ☐

Driving Licence ☐

Passport ☐

An official letter to my home address ☐

If none of these are available, please contact McCurrach for advice at: DPO@McCurrach.co.uk

Data Subject Declaration:

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that McCurrach is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to comply with this subject access request.

Name:

Signature:

Date: