



Subject Access Request Form

Section 1 – Applicant Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Title (please state):
Forename(s):	
Family Name:	
Previous Family Name:	
Other name(s) known by:	
Date of Birth (dd/mm/yyyy):/...../..... Male <input type="checkbox"/> or Female <input type="checkbox"/>
Nationality:	
Place of Birth:	

Section 2 – Applicant Details

Current Address:	
Postcode	
Daytime Telephone No:	
Email Address:	
Previous Address:	
Postcode:	

Section 2 – Applicant Details

In order to prove the applicant's identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card.



List A (photocopy of one from below)

List B (plus one original from below) *

Full birth certificate	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Passport/Travel Document	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>		
Foreign National Identity Card	<input type="checkbox"/>		
Child under 16 : Full birth certificate	<input type="checkbox"/>		
Child under 16 : Court Order(s)	<input type="checkbox"/>		

For a child under 16 years of age please provide photocopies of all Court Orders. Please state if there are none

** Any original documents you send to us will be returned by first class post.*

Section 4 – Details of Information Required

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

Section 5 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that Darlington College may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:	Date:
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