



# SYNECTICS SOLUTIONS

## SUBJECT ACCESS REQUEST FORM

Please complete this form in full to request a copy of information we hold about you on the National SIRA Fraud Prevention Database.

The entire request will be rejected if you fail to complete all relevant sections. Where the request is rejected, your payment will be returned.

If any of the sections of the form are incomplete, your request will be rejected and your payment will be returned to you.

**Section 1: Your Details (use additional sheets where necessary)**

	First Name	Middle Name	Surname						
Email address:									
Telephone /Mobile Number:									
Date of Birth:	D	D	M	M	Y	Y	Y	Y	
Current Address:									
Postcode:									
Previous Addresses: (please supply all previous addresses up to 6 years ago)									
Address:	Address:	Address:	Address:	Address:	Address:				
Postcode:	Postcode:	Postcode:	Postcode:	Postcode:	Postcode:				

## **Section 2: Proof of Identity**

You must include **TWO** proofs of identity, one from list A and one from list B.  
You should tick the appropriate box on each list to indicate which document you have included.

**List A:** Enclose a **CLEAR PHOTOCOPY of ONE** of the following documents:

<input type="checkbox"/>	A valid signed passport including photograph
<input type="checkbox"/>	A valid UK photo-card driving licence (full or provisional) – both sides
<input type="checkbox"/>	Recent evidence of entitlement to a state or local authority funded benefit (including housing benefit and council tax benefit), tax credit, pension, educational or other grant.
<input type="checkbox"/>	National Identity Card (non-UK nationals)
<input type="checkbox"/>	A valid (old style) Full Paper Driving Licence
<input type="checkbox"/>	Identity Card issued by the Electoral Office for Northern Ireland
<input type="checkbox"/>	Firearms certificate or shotgun licence.

**List B:** Enclose a **CLEAR PHOTOCOPY of ONE** of the following documents: **(It must show your name and current address)**

*N.B. We reserve the right to request original documentation*

*\* This document must be less than 3 months old, and must confirm your current address.*

<input type="checkbox"/>	Current council tax demand letter or statement (Within the last year)
<input type="checkbox"/>	Utility bill for the supply of gas, electric, water or telephone landline *
<input type="checkbox"/>	Current bank statement or credit/debit card statement issued by a regulated financial sector firm in the UK, EU or equivalent jurisdiction)*
<input type="checkbox"/>	A Tax/Income Tax Notification from HM Revenue & Customs for current or next tax year
<input type="checkbox"/>	Local Council Tenancy Agreement currently in force
<input type="checkbox"/>	State Benefits Entitlement document *
<input type="checkbox"/>	State Pension Entitlement document *
<input type="checkbox"/>	HMRC document *
<input type="checkbox"/>	Local Authority Benefit document *
<input type="checkbox"/>	Document from Student Loans Company *
<input type="checkbox"/>	Judiciary document such as Notice of Hearing, Summons or Court Order *
<input type="checkbox"/>	Most recent mortgage statement (Within the last year)
<input type="checkbox"/>	Most recent Council Tax bill/demand or statement (Within the last year)
<input type="checkbox"/>	Building Society Passbook which shows both a transaction in the last 3 months and your address

**Section 3: Payment Method**

To request a copy of any data held about you by Synectics Solutions there is a fee of £10.00 which must be paid by cheque or postal order made payable to '**Synectics Solutions Ltd**'.

**Section 4: Declaration**

By signing this document, you signify that you:

- ✓ Have read and completed all sections of this form accurately
- ✓ Have enclosed a **photocopy from list A**
- ✓ Have enclosed an **photocopy from list B**
- ✓ Have included your payment
- ✓ Are the data subject whose name appears on this form

You are also consenting to the information you provide on this form being stored and processed for the purpose of fulfilling this request.

Signed:								
Date:	D	D	M	M	Y	Y	Y	Y

**Return this completed form with payment by ordinary mail (or recorded delivery if you wish to track the delivery):**

SAR Department  
Synectics Solutions Ltd  
PO Box 3700  
STOKE-ON-TRENT  
ST6 9ET