



# SYNECTICS SOLUTIONS

## DATA 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.

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

|  |                |             |   |           |           |   |   |   |
|--|----------------|-------------|---|-----------|-----------|---|---|---|
|  | First Name     | Middle Name | Surname                                     |           |           |   |   |   |
|  |                |             |   |           |           |   |   |   |
| Email addresses:   | 1.<br>2.<br>3. |             |   |           |           |   |   |   |
| Telephone Number(s) used for the last 6 years:                                       |                |             | Mobile Number(s) used for the last 6 years: |           |           |   |   |   |
| 1.<br>2.<br>3.   |                |             | 1.<br>2.<br>3.                              |           |           |   |   |   |
| Date of Birth:   | D              | D           | M   | M         | Y         | Y | Y | Y |
| Current Address:   |                |             |   |           |           |   |   |   |
| Previous Addresses:<br>(please provide your previous addresses for the last 6 years) |                |             |   |           |           |   |   |   |
| 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 COPY 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"/> | A valid Biometric Residence Permit including Photocard (BRPs)   |
| <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   |

**List B:** Enclose a **CLEAR COPY of ONE** of the following types of documents which must be dated within the last 12 months. **It must show your name and current address:**

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

|                          |  |
|--------------------------|--|
| <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"/> | Local Council Tenancy Agreement currently in force   |
| <input type="checkbox"/> | HMRC or Department of Work and Pensions 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)  |

**Section 3: Declaration**

By signing this document, you signify that you:

- ✓ Have read and completed all sections of this form accurately
- ✓ Have enclosed a **copy from list A**
- ✓ Have enclosed a **copy from list B**
- ✓ 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:   |  |  |  |  |  |  |  |  |

**Please return this completed form by mail to:**

Compliance Team  
Synectics Solutions Ltd  
PO Box 3700  
STOKE-ON-TRENT  
ST6 9ET

Or email your application form and all supporting documents to:

SAR@synectics-solutions.com

**All results will be returned via Royal Mail recorded delivery.**