

ANNEX 1 - APPLICATION FOR DISCLOSURE OF POLICE INFORMATION IN FAMILY PROCEEDINGS

This form should only be completed by local authority or legal representatives. Local authority representatives should use this form for contemplated/ongoing family proceedings. In private law matters this form must be submitted with an Annex 5 which has been approved by the court. Any information disclosed must be treated as confidential and will not be used for any other purpose, nor shared outside of the remit of the family proceedings.

Should you require further guidance about the process for requesting information, please refer to the guidance notes.

All sections marked with an asterisk (*) mandatory and must be completed

Section 1

* Person Requesting Information	
Job Title/Organisation (e.g. solicitor/social worker/local authority representative)	
* Name of client	
* Please provide an email address as disclosure may be provided electronically.	
Case Proceeding at (if underway)	
Court Case number	
Enter the date of the next hearing	
Finding of fact hearing Disclosure request will be closed at this point unless advised otherwise	
The likely timetable of legal and social work steps	

* Purpose of the Information (tick as appropriate):

<input type="checkbox"/>	Enquiries connected with Care Proceedings	<input type="checkbox"/>	Other Family Proceedings	<input type="checkbox"/>	Contemplated Proceedings
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Legal representative and/or litigant details

	Contact 1	Contact 2	Contact 3
Client/litigant			
Legal Representative			
Organisation name and address			
Your reference			
Direct telephone number			
Will they be given access to police disclosure? Yes/No			

Please complete only one of the following payment options. Charges are subject to local procedures.

Option 1: Advance Payment

Please indicate the method of payment and quote the reference number	BACS payment <input type="checkbox"/>
	Card payment <input type="checkbox"/>
	GOV.pay <input type="checkbox"/>
	Reference

Option 2: Invoicing

* If the costs are to be split between parties, please provide details for all parties below.

	Contact 1	Contact 2	Contact 3
* Name			
* Billing address			
* Telephone Number			
* Email address			
* VAT number			
*Solicitors Reference			
*Solicitor agrees to pay invoice Yes/No			

Please ensure you provide details for those adults and children you are requesting information about, and details of the parties involved in the ongoing proceedings.

This information will be used to complete searches on police systems and therefore must be completed in full. Please highlight any information that must be redacted from police disclosure.

Section 2: Individuals who are key to the family proceedings

	Subject 1	Subject 2	Subject 3
* Forename			
* Family Name			
Other names			
* Date of Birth			
Place of Birth			
* Current Address & date of residency			

Please highlight any addresses which are confidential and should be redacted.			
Previous Address(es) & dates of residency			
* Are they a Party to Proceedings? Yes/No			
* What is their involvement in the intended/ongoing proceedings? e.g. mother, father, aunt etc			

	Child 1	Child 2	Child 3
* Forename			
* Family Name			
Other names			
* Date of Birth			
* Current Address & date of residency Please highlight any addresses which are confidential and should be redacted.			
Previous Address(es) & dates of residency			

* Are they a Party to Proceedings? Yes/No			
* What is their involvement in the intended/ongoing proceedings? e.g. mother, father, aunt etc			

If you are requesting information about more than three subjects and/or about more than three children, please continue on a separate sheet.

Please note in order to determine what information is relevant and necessary for proceedings you will be required to complete all fields applicable to your request. Failure to do so may result in a delay in processing your request.

Section 3: Nature of proceedings

* Please provide a summary of the issues/likely issues.

* Please explain why police material is both relevant and necessary to the resolution of those issues.

DISCLOSURE REQUIRED FROM THE POLICE

Section 4: PNC records

Estimated timeframe for disclosure: 10 business days

Please note the PNC record will detail any convictions, cautions, reprimands, or warnings held on file relating to a specific individual and therefore you will need to provide details of the subject(s) below.

Please confirm why disclosure of each PNC is relevant to the ongoing proceedings.

Name of individual	*Explain why the PNC is relevant for disclosure

Section 5: Summary report of criminal history

Estimated timeframe for disclosure: 15 business days

For example, the summary will detail the nature of any relevant incidents, dates, crime reference numbers, details of individuals involved in the matter and the outcome of each investigation.

This information will not be in the format of a full investigation report. Summary reports will only be provided for specified named individuals below.

Please provide the following information.

Time period for searches to be conducted (i.e. last 2 years) Maximum period will be 2 years unless deemed relevant and necessary.	
Name(s) of individual(s)	

Nature of incidents and allegations made (i.e. domestic violence, child abuse, violence)

Specific documents, including investigation reports will not be provided unless requested at Sections 6/7

Section 6: Investigation report

Estimated timeframe for disclosure: 20 business days
If you are unaware of the specific details of the information sought, please return to section 5

Please complete the section below indicating the documents required in relation to each specific incident. Blanket, wide reaching and non-specific requests will be rejected.

Date of incident:		Reference number:	
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Description of incident:

Date of incident:		Reference number:	
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Description of incident:

Date of incident:		Reference number:	
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Description of incident:

Date of incident:		Reference number:	
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Description of incident:

Date of incident:		Reference number:	
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Description of incident:			
Date of incident:		Reference number:	
Description of incident:			
If you are requesting information about more than six investigations, please continue on a separate sheet.			

Section 7: Other documents

<p>Estimated timeframe for disclosure: 20 business days If you are unaware of the specific details of the information sought, please return to section 5</p>			
<p>Please complete the section below indicating the documents required in relation to each specific incident. Blanket, wide reaching and non-specific requests will be rejected.</p> <p>If you are requesting information about more than one investigation, the investigation report only should be requested in the first instance (see section 6). If you are requesting digital/audio/video evidence, please complete the confidentiality undertaking.</p>			
Date of incident:		Reference number:	
<p>*Requested information: Investigation Report <input type="checkbox"/> Statement <input type="checkbox"/> Interview <input type="checkbox"/></p> <p>Other <input type="checkbox"/> please specify:</p> <p>Specify names of any interviewees or persons providing the statement:</p> <p>Explain why the disclosure is both relevant and necessary:</p>			
Date of incident:		Reference number:	
<p>*Requested information: Investigation Report <input type="checkbox"/> Statement <input type="checkbox"/> Interview <input type="checkbox"/></p> <p>Other <input type="checkbox"/> please specify:</p> <p>Specify names of any interviewees or persons providing the statement:</p>			

Explain why the disclosure is both relevant and necessary:

Date of incident:

Reference number:

*Requested information: Investigation Report Statement Interview

Other please specify:

Specify names of any interviewees or persons providing the statement:

Explain why the disclosure is both relevant and necessary:

Date of incident:

Reference number:

*Requested information: Investigation Report Statement Interview

Other please specify:

Specify names of any interviewees or persons providing the statement:

Explain why the disclosure is both relevant and necessary:

Date of incident:

Reference number:

*Requested information: Investigation Report Statement Interview

Other please specify:

Specify names of any interviewees or persons providing the statement:

Explain why the disclosure is both relevant and necessary:

Date of incident:

Reference number:

*Requested information: Investigation Report Statement Interview

Other please specify:

Specify names of any interviewees or persons providing the statement:

Explain why the disclosure is both relevant and necessary:

If you are requesting information about more than six investigations, please continue on a separate sheet.

Section 8: Permission to release documents held by your client

Estimated timeframe for disclosure: 15 business days

* Are you requesting permission to release records? (i.e. Case Conference Reports / Merlin Reports/Public Protection Notice/ Section 47/17 checks)

Yes No

Please note the records must be attached to the application so that police can review the content of each report and consider obtaining permission to release from the investigating officer. Failure to provide copies of the relevant reports will result in a delay in processing your request.

Section 9

An indication of the proposed directions for disclosure likely to be made (including the date by which actual documents will be required)

(List of Directions or attach Draft Order for Directions).

The likely timetable of legal and social work steps:	
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*Signature - Please insert an electronic signature or record initials	
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* Print name	
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* Date	
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CONFIDENTIALITY UNDERTAKING FORM

Please note any reference to “digital material” can include videos, interviews, and audio recordings.

UPON {Name of Person}

undertaking

1. The digital material once securely accessed and downloaded is in their possession and control for the purposes of data protection legislation
2. The digital material will only be accessed using and downloaded to an authorised computer/device on a secure network operated for business/judicial use with adequate security access controls
3. The digital material will not be reproduced in any form
4. The digital material will only be shared with:
 - i) The Court
 - ii) The legal representatives under an undertaking in equivalent terms
 - iii) Appointed Counsel under an undertaking in equivalent terms
 - iv) A Court appointed expert under an undertaking in equivalent terms
 - v) The children’s guardian under an undertaking in equivalent terms
 - vi) The allocated social worker and any other member of children’s services deemed necessary
 - vii) An authorised member of the Tape Transcription Panel under an undertaking in equivalent terms
 - viii) Any other person only with the leave of the court and early notification has been given to the police
5. In the event the digital material is onward shared with any of the above securely, access to the material will be revoked following conclusion of the proceedings
6. The confidentiality and security of the digital material will be maintained ensuring that no other access is granted. In particular, that while a lay client in these proceedings may be permitted to view the material under the supervision of a legal representative, the digital material will not, as indicated above, be shared directly with them in any form
7. In the event the Court directs that the digital material is to be shared with legally unrepresented parties/interveners/witnesses, the material may be securely shared

by screen sharing upon the unrepresented party/intervener/witness first undertaking to the Court not to record or attempt to reproduce the digital material in any form, and undertaking to not view the digital material with anyone else present unless the Court has directed otherwise

8. The digital material will be securely retained with adequate security access controls and in accordance with the terms of an adequate data retention policy subject to regular review which clearly defines the period for which and how the video material will be securely retained and disposed of
9. In the event anyone other than an employee or agent of the local authority/solicitor makes a request to view the digital material after the conclusion of the proceedings, then the views of Police shall first be sought
10. That any identified breach of data protection legislation involving the digital material is formally notified to Police's Data Protection Officer without undue delay

Signed: _____

Dated: _____

Case Name: _____

Court Reference: _____