



Subject access request form

Use this form to ask us for data about yourself or someone else

Section 1

Whose data are you asking for?

This person is called the data subject.

If you are asking for data about yourself, please fill in **your** details in the boxes below and continue to Section 3.

If you are asking for data about someone else, please fill in their details in the boxes below and continue to Section 2.

Title

First name

Surname

National Insurance Number

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Client reference number

Section 2

Representative's details

Fill in this section with your own details only if you are asking for details on behalf of someone else.

Please note that if this is the first time you've contacted the Child Maintenance Service on the data subject's behalf we'll need to carry out separate checks after you've returned your form. We will normally provide the subject access report within 40 calendar days of those checks being completed.

Title

First name

Surname

House name / number / street

Town / city

County

Postcode

Country (if outside UK)

Contact number

Include the area code

Relationship to data subject

The person whose data you are asking for must sign and date the form here:

Authority to disclose information to a representative

I confirm that I have asked the above named person to represent me in connection with my current Subject Access Request under the terms of the Data Protection Act (1998).

I therefore authorise the Child Maintenance and Enforcement Commission to supply the above named representative with all information that is held about me.

Signature

Date

Section 3

Details of the data you are requesting

Which service are you requesting data from?
(This will be written on any letters we've sent you.)

- Child Maintenance Options
- The Child Maintenance Service
- The Child Support Agency
- All services managed by the Child Maintenance and Enforcement Commission

Please describe your involvement with the service you are requesting data from (check as many boxes as necessary).

- I am or was involved in a case managed by the service(s) checked above
- I am an employee of the service(s) checked above
- I used to be an employee of the service(s) checked above but I'm not any longer
- I have been both involved in a case managed by the service(s) checked above and an employee of the service(s) checked above
- I have never been involved in a case managed by the service(s) checked above, nor have I ever been an employee of the service(s) checked above

To help us give you the right information please describe what information you would like us to look for.

For example, if you would like a copy of a particular file or document then please state this below. If you don't want particular information then please let us know that, too. By narrowing your request to the specific information you want you'll help us give it to you more quickly.

If you need more space, please use a separate piece of paper.

Section 4

How would you like us to send you the data?

Please check **one** box only.

- On CD-ROM** (compatible with any computer with a CD or DVD drive)
You may still receive part of your report on paper if some of the data isn't held on computer
- On paper**

Section 5

Declaration

Please sign and date this form before sending it back to us.

I declare that the information given above is correct. If I am acting on behalf of the person named in Section 1 I confirm that I have their authorisation to do so.

Signature

Date

d	d	m	m	y	y	y	y
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