



Subject Access Request

DCSI

Section 1 – All About Yourself

Title (Mrs Mrs etc)	
First Name	
Surname / Family Name	
Maiden / Former surnames	
Date of Birth	
Sex (Male / Female)	
Telephone Number	
Email Address	
Home address	
Post code	

If you have been known to us by a different name, or at a different address during the period to which the information you are seek relates, please state the name(s) and address(es) below

Name 1				
	From (Date)		To (Date)	
Name 2				
	From (Date)		To (Date)	

Address 1			
	From (Date)		To (Date)
Address 2			
	From (Date)		To (Date)

Section 2 - Proof of Identity

To help establish your identity, you **must** submit a copy of one document from each of the following categories with your application:

(a) Confirmation of name:
 - Full driving licence*, passport, birth certificate.

(b) Confirmation of name and address:
 - Full driving licence*, utility bill, bank or credit card statement, child benefit book, pension book (or other equivalent/similar official document – but it **MUST** show your name and address).

*Complete copy of both parts of your full (not provisional) driving license will be sufficient for both categories.

I am providing the following types of identification:

a)	b)
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Section 3 – Helping us to find the information

Please use the space below to provide further details that may help to locate the information sought. For example specific documents or information that you are seeking and any relevant time periods.

Section 4 – Declaration

Declaration (to be signed by the applicant)

The information that I have supplied in this application is correct, and I am the person to whom it relates.

Warning – attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act.

Signature

Date

You're Checklist

Is your contact information correct?

Have you enclosed acceptable identification?

Have you enclosed the fee? (€10 – made payable to DCSI Limited)

Have you signed the form?

Have you completed all sections?

Have you provided information to assist us in identifying and finding the information?