

**Subject Access Request Form (Variant B – Law Enforcement Agencies)**

***Please note: this form should not be used by the British Transport Police (as a separate form is published by the BTP for this purpose)***

**Section 1 - Applicant's details**

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Title (please state):
Forename(s):	
Surname:	
Job or rank:	
Organisation:	
Address:	
Postcode:	
Daytime Telephone No:	
Email Address:	
Other relevant information:	
<input type="checkbox"/>	Please provide brief confirmation of your request on your firm's printed letterhead.

**Section 2 - Person about whom information is sought**

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Title (please state):
Forename(s):	
Surname:	
Other relevant information	

### Section 3 – Nature of enquiry

Please state details of the (criminal) investigation or proceedings to which this request relates:

(Please use extra sheets if necessary)

### Section 4 - Information requested

Please give details of the information being requested. Be as specific as possible:

(Please use extra sheets if necessary)

### Section 5 - Basis of request

Please confirm the rule of law or court order that this request is being made under (provide a copy):

If you are not using formal information powers to request information, please explain why:

Please give brief details to show that:

- The requested information cannot be obtained by other means or from other sources;
- The requested information will be of substantial value to the investigation or proceedings;
- Lack of access to the requested information will prejudice the investigation or proceedings.

(Please use extra sheets if necessary)

## Formal declaration

### Authorising Officer details (where applicable)

Signature of Applicant:	
Please PRINT your name:	Date:

### Please send your completed form and any supporting documentation to:

Information Requests  
Legal and Compliance Manager  
Merseyrail Electrics 2002 Limited  
Rail House,  
Lord Nelson Street  
Liverpool  
L1 1JF

For assistance in completing this form, please call our **Customer Relations Team** on **0151 555 1111**, or you may email us at: [privacy@merseyrail.org](mailto:privacy@merseyrail.org).