



MAKING BERMUDA SAFER

Application for Access to your Personal Information held by the Bermuda POLICE Service (BPS)

Section 12 & 13 of the Public Access to Information Act, 2010 (PATI)

Guidance Notes – Read Carefully

Your Personal Information Rights

Subject to certain exemptions, you have a right to know whether the Bermuda Police Service holds any information about you ('personal information'). You have a right to inspect or have provided to you a copy of that personal information.

ONLY Bermudians or residents of Bermuda may apply for records under the Act.

If you wish to exercise these rights, please complete this form carefully and follow the instructions regarding the relevant fee, proof of identity and how to return the form to the BPS.

Under the Public Access to Information Act, the BPS may, in certain circumstances decline to provide you with some personal information. For example, we will not provide personal information if releasing it to you would be likely to prejudice policing purposes. We may also restrict information that identifies other individuals.

Request for Access to Records

A request for records held by the BPS must be made in writing. Please be specific and succinct in your request. Please also specify whether you wish to inspect or have a copy of the said record as specified in Sections 17(1) & 17(2) of the Act. Once we have received your request we will acknowledge receipt of your request within five working days.

Apply for Access to Information Held about Me Regarding Conviction History

If you require a copy of, or wish to inspect your conviction history records **DO NOT** use this form. The processing of criminal convictions is the responsibility of the courts, and all applications for conviction history records should be referred to: *The Registry of the Supreme Court, Old Town Hall, 113 Front Street, Hamilton HM12 or at (441) 292-1350 – AND –Senior Magistrate, Magistrates Court, Dame Lois Brown Evans Building, 58 Court Street, Hamilton HM12.*

Requests for Information for Employment Purposes (Vetting)

The BPS does not provide conviction history disclosures for employment vetting purposes.

Third Party Applications

Any person applying for personal information must provide photo identification confirming that they are the person to whom the information relates.

BPS can only supply your 'personal information' to you. Should you be making an application on behalf of any other person you must provide sufficient proof of your authority to apply for the information, which includes but may not be limited to –

- a) A Power of Attorney;
- b) A court order;
- c) Probate letters of administration; or
- d) Written authority by a next of kin of the person to whom the information relates to apply for and gain access to the information.

Fees

The fees prescribed in the Government Fees Regulations 1976 shall apply. If access is granted to a record and you wish to inspect it on BPS premises then no fee is payable. Before we provide you a record, our Information Officer will give you an estimate of the amount of fee payable and the fee must be paid before the record is provided. Payment may be made to **THE ACCOUNTANT GENERAL** by cash, cheque, or debit/credit card at the Government Administration Building on Parliament Street, City of Hamilton. Please identify the PATI tracking number provided to you on the invoice for reference purposes.

Proof of Identity and Verification

The BPS needs to confirm your identity. You must provide an official Government photo identification document (Passport, Driver's Licence, Voters ID Card, etc.) with your application for records. If previous contact with the BPS has been in your maiden / other name, please provide identification in that name (e.g. marriage certificate, deed poll, etc.). We reserve the right to request original documentation in some cases. All original documents will be returned to you. You may also be required to attend in person for verification purposes.

Address Details and Proof of Residence

You are required to provide proof of address and consequently residence in Bermuda. Only a Bermudian or resident of Bermuda may make an application in accordance with *Section 12(1) PATI Act 2010*. If you require a hard copy posted to you, this is the address to where the requested information will be sent. To prove residence in Bermuda, please supply copies of the most current utility bill (e.g. Belco, phone, or BDA Gas) in your name.

If you use a Post Office Box as your address for receipt of mail and please supply copies of the Post Office box contract agreement or billing details to support your application. This is to ensure that we are providing the information to legitimate applicants and guarding against inadvertent improper disclosure to persons not entitled to receive the requested information.

Returning this Application

The completed form AND proof of identity / address must be received by the BPS Information Officer. If delivering the application or sending it by post please mark it clearly:

**ATTENTION: Information Officer
Public Access to Information Unit (PATI)
Bermuda Police Service
10 Headquarters Hill
Devonshire DV 03**

If you wish to send the application along with proof of identity electronically, please send it to **The BPS Public Access to Information Unit** email: pati@bps.bm

Section 1	About Yourself	Bermudian <input type="checkbox"/>	Resident of Bermuda <input type="checkbox"/>
Surname / Family Name:			
First Name(s):			
Maiden / Other Name(s):			
Title: (Mr, Mrs, Ms, Dr, Other)		Date of Birth: (DD-MMM-YYYY)	
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Residential Address: (Include Postcode – must NOT be a PO Box address) This is the address to which all replies will be sent and must be the address you currently live at.			
Alternative Delivery Address: (Only to be completed if information is to be delivered to an address different to the above and must be provided at time of making original application - This may be a PO Box.)			
Preferred Telephone No's.*	1:	2:	
Preferred Email Address*	1:	2:	
* Not mandatory, but these will assist us if we need to get back in touch with you to discuss your application			
Previous Addresses: (If you have lived at the above address(es) for less than ten years please give your previous addresses (including dates) for that period.			

Section 2	BPS Specific Information Request	
<p>BPS Service Case</p>	<p>If you wish to access personal information, which may be held by the BPS, please supply additional details in the boxes below to help us find any information that may be held about you.</p> <p>Please note, a failure to provide sufficient information as listed below will result in your application being rejected and returned to you.</p> <p>Please continue on a separate sheet if you need to expand on any of the questions detailed below or describe the specific information you require.</p>	
	<p>Were you: (Please cross (x) relevant boxes)</p>	
<p>A victim / informant / witness</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Arrested / convicted / charged for an offence</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A member of BPS staff</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Please specify exactly what information you require (e.g. Crime Report)?</p>		
<p> </p>		
<p>What happened to cause you to have contact with the police?</p>		
<p> </p>		
<p>When did this happen? (Please supply approximate dates if you cannot be certain)</p>		
<p> </p>		
<p>Where did this happen and how was it reported?</p>		
<p> </p>		
<p>Relevant reference number(s) i.e. Crime Reference, Event Reference, Custody Reference, Incident No.</p>		
<p> </p>		
<p>If you have previously made a subject access request to the BPS please provide your previous reference numbers.</p>		
<p> </p>		

How do you wish to have the information: (Please cross (x) relevant boxes)	<input type="checkbox"/>	Return to me via email.
	<input type="checkbox"/>	Post to my address.
	<input type="checkbox"/>	I wish to inspect it.

Section 3	Declaration (to be signed by the applicant)
------------------	--

- I have read and understood the Guidance Notes
- The information, which I have supplied in this application, is correct, and I am the person to whom it relates
- Enclosed original signed letter of authority or Power of Attorney if applicable
- Enclosed proof of identity

Signature:	Date: (DD-MMM-YYYY)
-------------------	-------------------------------

Warning - A person who impersonates another or attempts to impersonate another may be guilty of an offence. Your signature must match the one provided with your submitted identification documents. Applications will be rejected where signatures do not match.

Should any advice or guidance be required in completing this application, please contact:

The BPS Public Access Office Email: pati@bps.bm Tel: 441 295 0011 (Mon – Fri 8:30 – 4:30pm)

Section 4	For BPS use only
------------------	-------------------------

Check that the form has been completed, is legible and that you are satisfied with the applicant's identity.

Application checked and legible?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Identification documents checked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
----------------------------------	--	-----------------------------------	--

PATI Application Number (as recorded in MEMEX):	
---	--

Identity document(s)	Driving Licence (No.)	Passport (No.)
	Voters ID Card (No.)	Other (No.)
Fee paid (if applicable):	\$	Receipt number:
Applicant name:		Officer Department:
Officer name:		Identity documents returned? Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature:		Received Date: (DD-MMM-YYYY)

