

Make a Subject Access Request

Pages

Introduction

[Application Details](#)[Personal Details](#)[Address History](#)[Additional Information](#)[Terms and Conditions](#)[Delivery Options](#)[Confirmation](#)[Form Help \(opens in a new window\) \(/s/acro-services/form-help#Introduction\)](#)

Introduction

This form allows you to access information held about the data subject on the Police National Computer (PNC).

By completing this form, you will receive a list of all information held on the PNC including arrests, criminal convictions, juvenile reprimands, final warnings, non-convictions and no further action (NFA) outcomes or a letter confirming that no information is held.

If you require further details relating to any specific offences that may appear on the record, you will need to contact the relevant police force.

Disclosures for ACRO Subject Access Requests only include checks on the PNC. If the data subject currently lives or has lived in Scotland and requires access to information that may be held about them on the Criminal History Scotland (CHS) database, a separate request to Police Scotland will need to be made.

You can make a request yourself, for your child under 13 (for whom you have parental authority), or for someone who you have a legal authority to apply on behalf of (legal representative or power of attorney). This form refers to the person who the request is for as the 'data subject'. If you are making a request for yourself this will be you.

If you make a Subject Access request for another person without their consent or if you impersonate or attempt to impersonate another person you may be guilty of an offence.

What you will need

You will need to fully complete this request form, ensuring all mandatory information is entered (indicated by a red asterisk). You will also need to provide us:

- A proof of identity - we require one of the following as proof of the data subject's identity:
 - Driving Licence
 - Passport
 - National ID card
 - Birth certificate
 - Adoption certificate

If the data subject does not have one of the above documents, you will need to provide authentic documentation that enables us to verify the data subject's name and date of birth.

This document must be no more than 3MB in size and in JPG or PNG format.

- A proof of address - we require proof of the data subject's address. This must include the data subject's name, address and be dated within the last three months. Please use this link to see the [acceptable proofs of address \(/s/acro-services/subject-access\)](#) (opens in new window). This document must be no more than 3MB in size and in JPG or PNG format.

- A valid email address - we will use this to contact you if we need further information from you, or to provide updates on your request.
- Address history - please provide the data subject's address history for the last 10 years, including the dates the data subject lived at the addresses. If the data subject has lived outside of the United Kingdom, the Channel Islands or the Isle of Man for more than 10 years, please provide the data subject's last address in the United Kingdom, the Channel Islands or the Isle of Man.
- If you are making this subject access request on behalf of the data subject as a legal representative or by having power of attorney, you will be required to provide further information.

If you are unsure of how to use our form, please use this link to access our [form help page \(/s/acro-services/form-help\)](/s/acro-services/form-help) (opens in new window). This link is also available on the top right of each page within the form.

Please confirm that you have read the guidance above and are ready to progress this form?

☒ * I confirm

Next

Information

[About Us \(/s/about-us\)](/s/about-us)

[Publications \(/s/publications\)](/s/publications)

[Join Us \(/s/join-us\)](/s/join-us)

[Contact Us \(/s/contact-us\)](/s/contact-us)

[News \(/s/news\)](/s/news)

Help

[Forms \(/s/acro-services/form-help\)](/s/acro-services/form-help)

[Account \(/s/account-help-page\)](/s/account-help-page)

Services

[Police Certificate \(/s/acro-services/police-certificates\)](/s/acro-services/police-certificates)

[International Child Protection Certificate \(/s/acro-services/icp-certificates\)](/s/acro-services/icp-certificates)

[Subject Access \(/s/acro-services/subject-access\)](/s/acro-services/subject-access)

[Record Deletion \(/s/acro-services/record-deletion\)](/s/acro-services/record-deletion)

Partners

[Hampshire & Isle of Wight Constabulary \(https://www.hampshire.police.uk\)](https://www.hampshire.police.uk)

[National Police Chiefs' Council \(https://www.npcc.police.uk\)](https://www.npcc.police.uk)

Find us on:



https://twitter.com/ACRO_Police



<https://www.linkedin.com/company/acro-criminal-records-office>

[Accessibility Statement \(/s/accessibility-statement\)](/s/accessibility-statement) [Privacy Policy \(/s/privacy-policy\)](/s/privacy-policy) [Website Terms of Use \(/s/website-terms-of-use\)](/s/website-terms-of-use) [Cookie Policy \(/s/cookie-policy\)](/s/cookie-policy)

© Copyright ACRO 2026. All rights reserved.