

Before completing the form please read the notes at the end of the form.

Section 1 – Proof of Identification

1. Are you the data subject? (Please tick appropriate box)

Yes Go to Section (2) No Go to Section (1a)

1(a) Please provide original proof of your identity bearing your name such as passport, driving licence, birth certificate (or certificated copy) or at least 2 official letters such as from a utility company. If you are making your request by email, scanned copies of the evidence will be acceptable.

Please state below what evidence you have enclosed:

Birth Certificate Passport

Driving Licence 2 Official Letters

Other (please state)

1(b) Are you acting on behalf of the data subject with their written or other legal authority?

Yes No

If yes, please state your relationship with the data subject, for example parent, legal guardian, or solicitor.

Please enclose proof that you are legally authorised to obtain this information. The proof could be a letter of authority, letters or official forms addressed to you on behalf of the data subject. Photocopies cannot be accepted.

Once entitlement has been established we will take a copy of the documents you have supplied to us and will return the original to you.

Please state below what proof of authority you have enclosed

Letter of authority Correspondence

Official forms (2) Other (please state)

Section 2 – Data Subjects Details

Surname:

Forename(s):

Previous/Alternative names:

Date of birth:

Current address:

House/Flat number and Street:

Town/City:

County:

Post Code:

Telephone Number:

Please provide details of any previous addresses you feel may be of assistance to this request.

IF YOU ARE THE DATA SUBJECT PLEASE CONTINUE TO SECTION 3

Details of person requesting the information (if not the data subject)

Surname:

Forename(s):

Name of solicitor(s) (if applicable):

House/Flat number and Street:

Town/City:

County:

Post Code:

Telephone Number:

Would you like the information to be sent to you or the data subject?

Me: Data Subject:

Section 3 – Locating Your Records

To help locate the information you are seeking quickly and efficiently please add anything else which you think might help us locate the information you seek.

Checklist

Please ensure you have completed the form and tick the boxes below:

- Have you completed all appropriate sections?
- Have you signed and dated the form?
- Have you enclosed the appropriate proof of identity/authority?
- Have you signed the Declaration below?

Section 4 – Declaration

Please read the following declaration carefully and then sign and date it. Please note that any attempt to mislead may result in prosecution.

I, _____ certify that the information provided on this application to the Scottish Fiscal Commission is true. I understand that it is necessary for the Scottish Fiscal Commission to confirm my/the data subject's identity and that it may be necessary for all or part of this information to be used in the search relating to my Subject Access Request. The Scottish Fiscal Commission reserves the right to request more details from me in order to be able to locate the correct information.

Full name:

Date:

Notes

Data Subject: The person that the information is about.

Proof of Identification: The reason we ask for proof of identification is to maintain the security of the information we hold about you. This will help to ensure that we do not release your personal information to anybody else. Any documents you send to us will be returned to you securely.

Previous addresses: If the information you are requesting may have been collected whilst you were living at an address other than your current one, it may be useful to supply us with that address in order that we can access the information more quickly.

Please note that the Scottish Fiscal Commission will not release information without proper authority, and reserves the right to request further proof of authority or identity if necessary.

Please send the completed form, together with proof of ID only if you are acting on behalf of the data subject, to:

The Governance Manager
Scottish Fiscal Commission
Governor's House
Regent Road
Edinburgh EH1 3DE

Or alternatively by email, to: info@fiscalcommission.scot