

## Section 7 Subject Access Request form



This form is to be used by individuals who wish to find out what information, if any, Perfect Data Solutions Limited is holding or is processing that relates to them.

**Completion of this form is not compulsory but is designed to help you in providing us with the information we need to deal with your request.**

<b>PERSONAL DETAILS</b>			
Title:			
First Name:			
Middle Name:			
Surname:			
Date of Birth: (DD/MM/YY)			
Contact No:			
Email Address			
Other Names you may be known by within the last 6 years:			

<b>YOUR CURRENT ADDRESS</b>			
House Name/No:			
Street Name:			
District:			
Postal Town:			
County:			
Postcode:			

<b>YOUR PREVIOUS ADDRESSES</b> (within the last 6 years) We will only return data for the addresses you provide to us.
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<b>Previous Address 1</b>
House Name/No:
Street Name:
District:
Postal Town:
County:
Postcode:

<b>Previous Address 2</b>
House Name/No:
Street Name:
District:
Postal Town:
County:
Postcode:

<b>Previous Address 3</b>
House Name/No:
Street Name:
District:
Postal Town:
County:
Postcode:

<b>Previous Address 4</b>
House Name/No:
Street Name:
District:
Postal Town:
County:
Postcode:

<p>To help establish your identity, you <b>must</b> submit a copy of one document from <u>each</u> of the following categories with your application:</p> <p>(a) <u>Confirmation of name:</u> - full driving licence*, passport, birth certificate.</p> <p>(b) <u>Confirmation of name and address:</u> - full driving licence*, utility bill, bank or credit card statement, child benefit book, pension book (or other equivalent/similar official document – but it <b>MUST</b> show your name and address).</p>
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\*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)**

**Additional 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; the likely location of the information; the name of the person in the FCA who may have created or had access to the information; and any relevant time periods.


**Declaration**

I wish to apply under section 7 of the Data Protection Act 1998 for a copy of my Credit Reference File

Signed

(  ) I enclose a personal cheque for £2 payable to Perfect Data Solutions Limited  
(Please tick)

Once the cheque has been cashed Perfect Data Solutions will send a confirmation email and will endeavour to return the report within 4 weeks.

If you believe that there may not be any recent activity in the TrueTime database to link you to your current address please supply proof of residency.

**IMPORTANT: OBTAINING INFORMATION UNDER FALSE PRETENCES IS ILLEGAL. OBTAINING A REPORT ON SOMEONE OTHER THAN YOU IS PUNISHABLE BY LAW, AND CAN RESULT IN FINES AND/OR IMPRISONMENT.**

RETURN TO: PERFECT DATA SOLUTIONS, LANCASTER COURT, 8 BARNES WALLIS ROAD, FAREHAM, PO15 5TU