



SYNECTICS SOLUTIONS

DATA SUBJECT ACCESS REQUEST FORM

Please complete this form in full to request a copy of information we hold about you on the Fraud Prevention Database operated by Synectics Solutions.

The entire request will not be accepted if you fail to complete all relevant sections.

Please note that Synectics Solutions only provide records which match the details you give us on your application form.

Section 1: Your Details (use additional sheets where necessary)

	First Name	Middle Name	Surname		
Email addresses:	1. 2. 3.				
Telephone and Mobile Number(s): (please provide all numbers you wish to be included in the search. We recommend at least 6 years)					
	1.		4.		
	2.		5.		
	3.		6.		
Date of Birth:	D	D	M	M	Y
Current Address:					
Previous Addresses: (please provide all previous addresses you wish to be included in the search. We recommend at least 6 years)					
Address:	Address:	Address:	Address:	Address:	Address:

Section 2: Proof of Identity and Address

**You must include TWO proofs of identity, one from list A and one from list B.
You should tick the appropriate box on each list to indicate which document you have included.**

List A: Enclose a CLEAR COPY of ONE of the following documents:

<input type="checkbox"/>	A valid signed passport including photograph
<input type="checkbox"/>	A valid UK photo-card driving licence (full or provisional) – both sides
<input type="checkbox"/>	A valid Biometric Residence Permit including Photocard (BRPs)
<input type="checkbox"/>	Recent evidence of entitlement to a state or local authority funded benefit (including housing benefit and council tax benefit), tax credit, pension, educational or other grant.
<input type="checkbox"/>	National Identity Card (non-UK nationals)
<input type="checkbox"/>	Identity Card issued by the Electoral Office for Northern Ireland

List B: Enclose a CLEAR COPY of ONE of the following types of documents. This must be dated within the last 12 months, and must show your name and current address:

N.B. We reserve the right to request original documentation

<input type="checkbox"/>	Current council tax demand letter or statement
<input type="checkbox"/>	Utility bill for the supply of gas, electric, water or telephone landline (Mobile phone bills cannot be accepted)
<input type="checkbox"/>	Current bank or mortgage statement or credit/debit card statement issued by a regulated financial sector firm in the UK, EU or equivalent jurisdiction
<input type="checkbox"/>	Local Council Tenancy Agreement currently in force
<input type="checkbox"/>	HMRC or Department of Work and Pensions document
<input type="checkbox"/>	Document from Student Loans Company
<input type="checkbox"/>	Judiciary document such as Notice of Hearing, Summons or Court Order

Section 3: Declaration

Please confirm (by ticking) that you:

- Have read and completed all sections of this form accurately
- Have enclosed a **copy from list A**
- Have enclosed a **copy from list B**
- Are the data subject whose name appears on this form

By signing this form, you are consenting to the information you provide on this form being stored and processed for the purpose of fulfilling this request.

Signed:								
Date:								

Please return your completed form and all documentation by mail to:

Compliance Team
Synectics Solutions Ltd
PO Box 3700
STOKE-ON-TRENT
ST6 9ET

Or

Email your application form and all supporting documents to:

DSAR@synectics-solutions.com

All results will be returned via Royal Mail recorded delivery.