






## REQUEST FOR INFORMATION IN FAMILY PROCEEDINGS APPLICATION FORM

Police information will not be disclosed unless there are important considerations of public interest to justify departure from the general rule of confidentiality. These considerations include the protection of vulnerable members of society. The information below is provided on the strict understanding that such information is only for the use of the court and it will be treated as confidential and will not be used for any other purpose.

### SECTION 1 - GUIDANCE NOTES

- The information supplied in this application will be used for the purpose of administering this request and to ensure the accuracy of police systems. When completed, please send to the below email address.
- It is essential that names are spelt correctly, dates of birth are provided, and all sections are completed. Should any of the required fields not be completed, thorough police checks cannot be conducted, which may result in vital information being missed. Incomplete forms will be returned and will not be processed until completed fully.
- Please ensure that the parties to the proceedings, people whose consent has been obtained or directed on a Court Order for police disclosure to be provided are listed in the sections marked 'party 1/2/3 etc' (please use additional sheets as necessary).
- For all individuals who are known but are not parties, please use the 'Relevant individuals to the Proceedings' table. These names will be left in the disclosure, but checks will not be undertaken. E.g. this should be used for siblings, partners of the parents, grandparents etc.
- Advance notice of family proceedings and any request for information should be made as soon as possible. Please send a copy of any Court Order(s) where police disclosure is directed as soon as possible. Please note we accept approved draft copies. **Please note a minimum of 20 working days is required for private and LA (Local Authority) pre-proceedings disclosures, and a minimum of 10 working days is required for LA requests where proceedings have commenced.** Criminal/family protection files, photographs and tape-recorded interviews may take longer to provide for historic /on-going cases.
- All Police information requested to be provided for the purposes of family proceedings must be requested by a solicitor to the Disclosures Team at the email address below not directly to the officer. Requests from social workers are not accepted and any requests sent directly to the MOSOVO officers need to be sent to our team.
- **Further information request** - If you require further information on disclosure previously provided such as additional information on an incident we have provided previous disclosure on, please advise us using the email address below. Please direct all queries to the mailbox, not the Disclosure Officer dealing.
- **Updated information request** - If you require us to conduct updated searches from the date of the last disclosure to present, please request this using the email address below. Please direct all queries to the mailbox, not the disclosure officer dealing. There is no need to send a new application form if all the details remain the same, please ensure any updated addresses are advised to us. Please see section 5 for fee details.
- **Unredacted disclosure** – Please note all disclosure will be redacted as per the 'data minimisation' principle outlined at Article 5(1)(c), of the GDPR. Disclosure can only be provided in an unredacted format if there is a relevant Court Order which directs this. **We also require the reason the disclosure is directed unredacted.**
- Applications for parties residing in Wigan, Leigh, Oldham or Bury should be directed to Greater Manchester Police. Southport and St Helens are covered by Merseyside Police.

Further details relating to the disclosure of information for family proceedings can be found within the ‘Lancashire protocol relating to the disclosure of information to and from family care proceedings’, a copy of which can be found on [www.lancashire.police.uk](http://www.lancashire.police.uk) under ‘Accessing information’ – ‘Family Court Lancashire Protocol’.

If you require additional advice about completing this form, please contact us using the below details	
	01772 412696 / 412631
	<a href="mailto:familycourt@lancashire.police.uk">familycourt@lancashire.police.uk</a>
	Family Court Disclosures Legal Services Lancashire Constabulary Headquarters Saunders Lane Hutton, Preston PR4 5SB

## SECTION 2 – CASE DETAILS

CASE TYPE / PURPOSE OF REQUEST	
Please tick the relevant box - this will affect how the application is processed.	
If there is a relevant Court Order where police disclosure is directed, please forward a copy at your earliest convenience. Please note approved draft orders are accepted.	
<input type="checkbox"/> New request	<input type="checkbox"/> Update request Our previous reference number (if update): _____
<input type="checkbox"/> Proceedings commenced	<input type="checkbox"/> Prospective proceedings
<input type="checkbox"/> Other proceedings	Proceedings type: _____
Court name	
Allocated judge(s)	
Court case number	
Date(s) of future hearing(s) / meeting / assessment date if pre-proceedings	

LEAD SOLICITOR DETAILS	
Name of the Lead Solicitor	
Organisation name and address	
Your reference	
Direct telephone number for Lead Solicitor	
Email address for the Lead Solicitor	
Email address the disclosure should be sent to (if different from above)	

## SECTION 3 – REQUEST DETAILS

*Please note: Only complete details below for the parties to the proceedings, or people whose consent has been obtained for police disclosure or as directed by the Court.*

CHILD(RENS) IN THE PROCEEDINGS DETAILS (if applicable)	
Name	Date of birth (EDD if unborn)

PARTY 1	
Relationship to the child e.g. Mother	
First name(s)	
Surname	
Previous name(s) / alias names	
Date of birth	
Place of birth	
Current address (please state dates of residence)	
Previous address(es) (please state dates of residence)	

PARTY 2	
Relationship to the child e.g. Father	
First name	
Surname	
Previous name(s) / alias names	
Date of birth	
Place of birth	
Current address (please state dates of residence)	

<b>Previous address(es) (please state dates of residence)</b>	
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<b>PARTY 3 (if applicable)</b>	
<b>Relationship to the child e.g. Mother's partner</b>	
<b>First name</b>	
<b>Surname</b>	
<b>Previous name(s) / alias names</b>	
<b>Date of birth</b>	
<b>Place of birth</b>	
<b>Current address (please state dates of residence)</b>	
<b>Previous address(es) (please state dates of residence)</b>	

<b>PARTY 4 (if applicable)</b>	
<b>Relationship to the child e.g. Father's partner</b>	
<b>First name</b>	
<b>Surname</b>	
<b>Previous name(s) / alias names</b>	
<b>Date of birth</b>	
<b>Place of birth</b>	
<b>Current address (please state dates of residence)</b>	
<b>Previous address(es) (please state dates of residence)</b>	

*use separate sheet if necessary*

**RELEVANT INDIVIDUALS TO THE PROCEEDINGS**

Please provide details of individuals whose identity is relevant to the issues before the Court. These individuals should not be party to the proceedings but whose names are known to the Court /parties.

*Please note: checks will not be conducted on the below individuals but ANY details given below will not be redacted from the disclosure.*

Relationship to the child(ren) e.g. older child / grandparent / uncle	Name	Date of birth	Address

**KEY ISSUES & SPECIFIC INFORMATION SOUGHT**

Please provide a summary of events giving rise to these proceedings and any relevant incident dates/log numbers. Please include the names of the individuals involved if their identity is relevant to the issues before the Court. To ensure relevant disclosure is provided this information is essential.

Please state which particular documents, records or other evidential material are required and their specific relevance to the family proceedings. If a Court Order for police disclosure has been made, please forward a copy as soon as possible (please note draft copies are accepted).

*use separate sheet if necessary*

## SECTION 5 – POLICE CHECKS UNDERTAKEN AND AMOUNT PAYABLE

### LANCASHIRE CONSTABULARY CHARGE TO RECOVER REASONABLE COSTS

For Local Authorities outside of Lancashire and all Private Solicitors (including Private Solicitors acting on behalf of Local Authorities) payment should be made upon receipt of our acknowledgement letter.

To pay by cheque, please make cheques payable to 'PCC Lancashire'.

To pay by BACS please quote our reference as provided in our acknowledgement - this is extremely important. This is payable to National Westminster Bank, Preston, Fishergate branch – sort code: 01-67-14 account number: 99309866.

DETAILS OF SEARCH	AMOUNT CHARGED
1. Police National Computer (antecedents) 2. Police attendance at address or calls made relating to family protection and domestic violence 3. Relevant criminal file information	£100 for entire search (1-3)
Updated disclosure (within 6 months of initial disclosure)	£50 for entire search (1-3) from date of last disclosure
Updated disclosure (over 6 months of initial disclosure)	£100 for entire search (1-3) from date of last disclosure
Copy of interview (audio or video)	£91.10 (per interview)
Interview/statement request from a Police Officer	£153.50 (per interview/statement)
Photographs (on DVD or electronically provided)	£30.80 (per set)
Copy of body cam / CCTV footage / phone reads (on disc or electronically provided)  <b>PLEASE NOTE: Requests for these mobile phone reads must be accompanied by a Court Order directing un-redacted / full disclosure of the relevant item(s) to avoid unnecessary delays.</b>	£22.40 (per item of footage/phone extraction)

## SECTION 6 – UNDERTAKING – LEAD SOLICITOR TO COMPLETE

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I have requested copies of all relevant materials (as listed above) in respect of proceedings relating to \_\_\_\_\_ (name of parties involved)

Local Authorities only: I understand that Lancashire Constabulary require payment of the appropriate fee for disclosure, and this will be invoiced.

Private Solicitors and private Solicitors acting on behalf of the LA only: I understand that Lancashire Constabulary require payment of the appropriate fee for disclosure and a cheque has been sent in the post / payment has been made via BACs.

### I undertake that:

- 1) I will ensure that the materials are always kept under secure conditions and protected from unauthorised access.
- 2) Electronic transfer and receipt of materials under the cover of email will only be undertaken in accordance with procedures agreed by the parties, requiring any such transfer to be via a secure connection.
- 3) I will ensure that surplus copies of the materials are destroyed at the conclusion of the case and only one copy is retained in the archived record.
- 4) I will not release the materials or supply copies of the materials to any other person except:
  - a. The Court
  - b. The Social Workers involved with the child / children
  - c. Barristers instructed by me / the Court
  - d. Guardians / experts instructed by me
  - e. Others – under the instructions of the Court.

When information is released to any party listed above, the receiving party shall agree to keep the information secure, not to further disclose and to destroy the information on conclusion of the case.

When the information is released, the receiving party, excepting the Court, shall be required to sign the approved form of undertaking (section 8 of this form [appendix 1]). I will keep a copy of this undertaking and a written record of any person to whom the information is released.

Date: \_\_\_\_\_

Signature of Solicitor (typed/electronic signature accepted): \_\_\_\_\_

**Please ensure this is signed by the Solicitor in person**

## SECTION 7 – OTHER LEGAL REPRESENTATIVES INVOLVED

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LEGAL REPRESENTATIVES DETAILS		
NAME OF ORGANISATION	CONTACT NAME & TELEPHONE NUMBER	CLIENT NAME

## SECTION 8 [APPENDIX 1] – OTHER PARTIES' UNDERTAKING

### OTHER PARTIES' SOLICITOR TO COMPLETE

The lead Solicitor should retain this page of the form, Lancashire Constabulary do not require a copy.

Police reference number (if known): \_\_\_\_\_

Name of your client: \_\_\_\_\_

On receipt of the information supplied by (details of lead Solicitor – Local Authority): \_\_\_\_\_

I undertake that:

- 1) I will ensure that the materials are always kept under secure conditions and protected from unauthorised access.
- 2) Electronic transfer and receipt of materials under the cover of email will only be undertaken in accordance with procedures agreed by the parties, requiring any such transfer to be via a secure connection.
- 3) I will ensure that surplus copies of the materials are destroyed at the conclusion of the case and only one copy is retained in the archived record.
- 4) I will not release the materials or supply copies of the materials to any other person except:
  - a. The court
  - b. The social workers involved with the child / children
  - c. Barristers instructed by me / the Court
  - d. Guardians / experts instructed by me
  - e. Others – under the instructions of the Court.

When information is released to any party listed above, the receiving party shall agree to keep the information secure, not to further disclose and to destroy the information on conclusion of the case.

- 5) I will not under any circumstances provide a copy of the materials supplied for retention by my clients.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**Please ensure this is signed by the Solicitor in person**

When complete, please forward this form to the lead Solicitor for this case