

<b>Official Use Only</b>	
Police Reference No.	



## **Stop and Search Information Request**

For use by **members of the public**, on request, for a copy of their Record of Stop and Search

### **The Code of Practice on the Exercise by Constables of Powers of Stop and Search in Scotland**

This Code governs all situations in which constables stop and search a person without first making an arrest, unless the search is expressly excluded, either under the Code, by statute, or by virtue of the search being subject to a separate statutory Code or guidance as to its exercise. The Code also sets out the requirements to be followed by the police for recording information in relation to stop and search activity.

This Code does not apply to searches of persons in custody; searches of persons under arrest; searches of vehicles and vessels that do not also involve a search of a person; searches of premises that do not also involve a search of a person; searches under Schedule 7 of the Terrorism Act 2000 or searches of persons and vehicles in specified locations authorised under Section 47A of the Terrorism Act 2000 (which are governed by separate Codes).

Police Scotland do not make records of searches under Section 67 of the Criminal Justice (Scotland) Act 2016 (searches on entry to relevant premises and events, where consent has been given as a condition of entry imposed by the organiser) as this has been recognised as unlikely to be practicable in the Code.

The Code requires that the police make a record of a search and that the person who has been searched is entitled to a copy of the record. A person who is subject to a search to which the Code applies is entitled (unless they have chosen not to give their name, address and date of birth) to obtain a copy of the record of search, provided they ask for it from the police within 6 months of the date on which they were searched.

### **Further Information**

The Code, including a children and young person's version, is available to view online at [www.scotland.police.uk](http://www.scotland.police.uk) and at police stations in Scotland.

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### Guidance

**You are entitled to a copy of your stop and search information if you are one of the following:**

- a person aged 12 years or over who has been subject to a stop and search to which the Code applies
- a parent or guardian of a child under the age of 12 years who has been subject to a stop and search to which the Code applies
- a solicitor or other person with a power of attorney

Written confirmation of authority must be enclosed if you are acting on someone's behalf - solicitors must enclose a signed mandate and a copy of any power of attorney should be provided where appropriate.

**A parent or guardian of a child or young person between the ages of 12 and 17 years who has been subject to a stop and search to which the Code applies can only obtain a copy of the search with the consent of the child or young person. The form must be endorsed by both parties. A parent or guardian must provide proof of guardianship (birth certificate, court order, etc.)**

If you require a copy of stop and search information held by Police Scotland, please complete this form and either submit it at a police station or send it together with the required documentation to:

Stop and Search Disclosure, Police Scotland, Clyde Gateway, 2 French Street, Glasgow, G40 4EH or via email to **StopandSearchDisclosure@scotland.police.uk**.

We require:

- The Receipt of Stop and Search and at least one official identification document to confirm your name, date of birth **and** current address details, e.g. driving licence (scanned copies if emailed)
- Or two official identification documents which together confirm your name, date of birth **and** current address details e.g. passport and utility bill (scanned copies if emailed)

If you did not provide your personal details at the time of search you will be unable to obtain a copy of your stop and search information.

Photocopies and scanned copies are acceptable and any original documents will be returned with the response to your request - Police Scotland cannot accept liability for the loss of documents in transit.

We will reply to your request by post within 30 days of receipt, provided you provide sufficient information to locate the information sought and the Chief Constable is satisfied as to your identity. Further guidance on your rights can be obtained from the Information Commissioner (Tel. 0303 123 1113).

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**Your Personal Details** (if completing in writing, please use block capitals and black ink)

<b>Surname</b>		<b>Title</b>	
<b>Forename(s)</b>			
<b>Maiden / Former Name / Other</b>			
<b>Gender</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Choose not to Disclose <input type="checkbox"/>
<b>Date of Birth</b>			
<b>Place of Birth</b>			
<b>Telephone No.</b>			
<b>Email Address</b>			
<b>Current Address</b> (including postcode)			

**Details of Request**

<b>Date and Time of Search</b>	
<b>Place Where Search Took Place</b>	
<b>Receipt Number</b>	
<b>Further Detail</b> e.g. details of officers conducting search	

**Declaration** (to be signed by the applicant)

**Warning – It is an offence to impersonate or attempt to impersonate another.**

<b>The information supplied above is correct and I am the person to whom it relates.</b>			
<b>Signature</b>		<b>Date</b>	

<b>If you are not the person to whom the information supplied relates state your relationship to them and ensure any supporting documents are produced.</b>			
<b>Signature</b>		<b>Date</b>	

You have now completed the form. Please submit as per prior instructions.

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<b>Name</b>							
<b>PSI Number</b>							
<b>Station / Department</b>							
<b>Application complete?</b>	<input type="checkbox"/>	<b>Receipt Supplied?</b>	<input type="checkbox"/>	<b>ID - DoB</b>	<input type="checkbox"/>	<b>ID – Address</b>	<input type="checkbox"/>
<b>Signature</b>					<b>Date</b>		

Please ensure all details are complete and forward the form and photocopies of documentation **immediately** to Stop and Search Disclosure, Police Scotland, Clyde Gateway, 2 French Street, Glasgow.

Photocopy identification and attach it to the completed application form. The applicant should have original identification documents returned to them.