



**Ministry of Defence  
Data Protection Act 1998  
Subject Access Request (SAR) Form**



Please write in **BLACK** in **BLOCK CAPITAL LETTERS** inside the boxes.

I am the Data Subject (The person the information is about):

I am acting on behalf of the Data Subject:  Please complete Parts 1, 3 and 4 plus Part 6 if necessary.

If you are seeking information on behalf of someone who is unable to act for themselves, you must explain your relationship, what information you require and why it is required. Please note that information relating to someone else will not be disclosed without the data subject's written consent or an appropriate Court Order or Power of Attorney. Accordingly I enclose:

The Data Subject's written consent to disclosure of the information requested at Part 3:

A Court Order (e.g. Power of Attorney) permitting release of the information requested at Part 3:

My relationship to the data subject is:

(Please specify e.g. Doctor/Solicitor/Spouse/Civil Partner/Father/Mother/Brother/Sister)

**Part 1 – Data Subject Personal Details**

Surname:  Full Forename(s):  Title:

Service/Staff No:  Rank/Grade:  Date of Birth:

National Insurance Number:  Contact Tel. No:

MoD Service Civilian:  Royal Navy:  Date(s) of Joining:  Date(s) of Leaving:   
Army:  Royal Air Force:

Please provide the address that you want the information sent to plus your daytime telephone number (if different from above, in case we need to speak to you to discuss your request). If seeking information on behalf of someone else please provide your full name.

Surname:  Full Forename(s):  Title:

Address Line 1:  Daytime Telephone:

Address Line 2:  County:

Address Line 3:  Postcode:

Town:  Country:

**Part 2 - What to do next**

**Please complete Parts 3 and 4 plus Part 6, if necessary, and forward the form (plus written consent and/or court order if acting on behalf of the data subject) to the appropriate address below:**

Royal Navy:	RN Disclosure Cell, Mail Point G.2 Room 48, West Battery, Whale Island, Portsmouth, PO2 8DX	ABRO:	ADHR, ABRO, Building 203, Monxton Road, Andover, Hants
Army:	Army Personnel Centre Secretariat, Disclosures 2, Mail point 515, Kentigern House, 65 Brown Street, Glasgow, G2 8EX	DARA:	DARA DPA Focal Point, DARA Personnel Centre, DARA Sealand, Building 15, Deeside, Flintshire CH5 2LS
Royal Air Force:	RAF Disclosures Room 220, Trenchard Hall, RAF Cranwell, Sleaford, Lincolnshire, NG34 0HB	Hydrographic Office:	DPA Focal Point, UK Hydrographic Office, Admiralty Way, Taunton, Somerset, TA1 2DN
RFA Seafarers:	RFA Pers Ops, Room 13, Mail Point G1, West Battery, Whale Island, Portsmouth, PO2 8DX	Met. Office:	Data Protection Officer, Met. Office, Green Island 1, Fitzroy Rd, Exeter, Devon, EX1 3PB
DSTL:	DSTL DPA Focal Point, Corporate Secretariat, Room 23, Bldg 106, DSTL, Porton Down, Salisbury, Wilts, SP4 0JQ	Other MoD Civilians:	People Services, APIS, J Block, Foxhill, Bath, BA1 5AB

**PRIVATE** (When completed)  
**Data Protection Act 1998 - MOD Subject Access Request - MOD Form 1694**

**Part 3 – Information Requested**

State clearly the information you require, with dates where known e.g. *my medical records while serving at HMS Centurion 1990-1993*

*Please provide as much information as possible to assist us in locating your data*

*Continue using Part 6, if necessary*

Please enter the number of Continuation Sheets used:



The MoD will use the information provided to locate the data sought. Your request will be processed in accordance with Departmental personnel policies under the Data Protection Act 1998.

**Part 4 – Declaration by Requestor**

**Verification of identity is required before your request can be processed:**

I enclose as verification of identity a photocopy of my:    Passport:     Driving Licence:     Utility Bill:     Other:

I declare that, to the best of my knowledge, the information I have provided on this form is correct.

Signature:

Name in Capitals:

Date:

**Part 5 – MoD Use Only**

Actioned By:  
*(Name in Capitals)*

Date Received:

SAR Reference No:

Signature:

Date Responded:

**PRIVATE** (When completed)

**Part 6 – Information Requested Continuation Sheet**

Only use this sheet where you have been unable to detail all of the information you are requesting at Part 3.

Name in Capitals:

Service/Staff No:

Date:

*Please provide as much information as possible to assist us in locating your data*

*Continue using another Part 6 sheet, if necessary*

Continuation Sheet No: