

Personal Information request

1. Your details

Full name

Address

Telephone

Email

2. Are you asking for information about yourself?

Yes No

Do you want information:

about yourself? (Please send proof of your identity with this form – a photocopy of your driving licence or birth certificate is fine).
Please fill in sections 3-5

about someone else?
Please fill in sections 3-9

3. Please tell us about the information you want

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

4. Do you need the information you have asked for in any other format:

large print audiotape Braille BSL

Another language, please state

5. Declaration

Please note: if you have deliberately given us information that is not correct, you could be taken to court.

I (add name)

confirm that the details I have given on this form are true. I understand that Northwards Housing may need to check my identity and I may need to give more details so they can give me the information I have asked for.

Sign here Date

If you're filling in this form for someone else

6. Your details

Full name

Telephone

Email

7. How do you know the person asking for information (for example relative, neighbour)?

8. Please tell us why you are asking for information on their behalf

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

9. Signature of the person requesting information

Sign here

Date

