



# REQUEST FOR PERSONAL INFORMATION

under the Privacy Act 2020

You may complete and submit this request form **manually** or **online** at [www.police.govt.nz/privacyactrequest](http://www.police.govt.nz/privacyactrequest)

### Evidence of identity

To make a request for personal information, we must be satisfied that we know who you are. You will usually need to provide two forms of ID (one must be photographic).

Online, email or postal request - you will need to provide the following:

- Copies of TWO forms of ID (one must be photographic); AND
- An identity referee's written statement\* OR photograph of you holding your photographic ID.

*\* The identity referee's written statement should indicate that he or she has sighted and signed the two forms of ID, compared the photographic image with you, and confirms they appear to be the same person. The identity referee must provide name and contact details. An identity referee must be over 16, not your partner or spouse or related to you or your extended family, and not live at your address. It is preferable for the identity referee to have known you for at least 12 months or be a person of standing in the community (e.g. registered professional, religious or community leader).*

In-person request:

- If the Police employee you make your request to is satisfied they know who you are when you make your request, then you may not need to provide evidence of identity. Bring ID with you anyway, in case it's required.

### Personal details

NZ Police requires some personal details to process your request:

- Police needs to be satisfied as to your identity.
- To deliver a response to your request we require an email address or postal address.
- To contact you if we need to clarify your request, we require a phone number, email address, or postal address.

Date: ..... / ..... / 20 .....

First Name: ..... Middle Name(s): .....

Family Name: ..... Date of birth: ..... / ..... / .....

Address: .....  
..... Post code: .....

Contact Phone Number (daytime): ..... Email: .....

### What information do you require?

Your request should be as clear and specific as you can possibly make it. Telling us the reason for your request may help us understand what you want, and limiting the scope will help us process it more quickly. If the information you require relates to a specific interaction you have had with Police, please provide sufficient information to enable a search for the information. If known, specify the date, time, place, nature of incident, police employee/s involved, station where incident reported, etc.

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Continue overleaf, if required

Police File No (if relevant and if known): .....

Preferred delivery of Police's response:  Email  Post

You may deliver your completed request by email (if known), by hand, or by post to your nearest Police station, District Headquarters, or Police National Headquarters, or complete the form online at [www.police.govt.nz/privacyactrequest](http://www.police.govt.nz/privacyactrequest)

Signature of requester: .....

