

Record Deletion Application Form Guide

If you have any questions, please email the ACRO Public Access team at deletions@acro.police.uk

Overview

The 'Record Deletion Process' (RDP) should only be used when requesting the deletion of certain offences and/or records held on the Police National Computer (PNC), the National Fingerprint Database (IDENT1) and the National DNA Database (NDNAD).

To apply for the deletion of offences and/or records held on one of the above databases, you will need to complete a 'Record Deletion Application Form'. This guide is to help you complete the form and apply for the deletion of your record(s).

With the exception of the custody photograph, this application does not cover requests for the deletion of any other records held on local police systems. Requests for the deletion of records held on local police systems must be made directly to the relevant force.

By completing this form, you are requesting that the relevant police force (via ACRO), review and decide whether a specific arrest event (or events) recorded on the PNC and the associated fingerprints and DNA, if held, can be deleted in accordance with the grounds and reasoning that you represent within your request.

Please note that this is a review process and submitting an application does not mean that the offences and/or record(s) in question will be deleted.

We recommend you complete the Record Deletion Application Form electronically and send to us via email to enable your application to be processed as quickly as possible. **ACRO will not accept handwritten forms by email**; however they can be posted to us.

Please be advised:

- You may be contacted by ACRO in relation to your application using the contact details you provide.
- Your application may be delayed if:

1. The application form is not completed correctly or, is submitted in an incompatible format.
 2. The correct identity documents and proof of address are not enclosed.
 3. The application form is not sent directly to ACRO.
 4. There is an unforeseen event or occurrence outside of ACRO's control such as a postal strike or computer system failure.
 5. You have an ongoing complaint with the police force regarding the investigation for which you seek to have national records reviewed for deletion. A police force may advise that a decision on deletion cannot be made until the complaint has concluded.
- The result of your application will be notified to you as a letter attached to an email, using the email address you provide on page 1 of the application form. Alternatively, you can elect to receive the result via post, at the current address you provide in page 1 of the application form.
 - ACRO accepts no responsibility for information being sent to incorrect addresses, as we will only use the information provided on the application form, so please check this is correct before sending your application form to us.
 - A person who impersonates or attempts to impersonate another person without their knowledge may be guilty of an offence.

Before you start:

Before you complete a Records Deletion Application Form, you will need to:

- Check your offence(s) are eligible for review under this process. See eligibility below.
- Download the application form and complete electronically (photos of handwritten forms will not be accepted).
- Check you can answer all mandatory fields marked with a red asterisk *.
- Provide a copy of proof of ID and proof of current address (which must be dated within the last 6 months).
- Make a note of the offence details that you wish to have considered for deletion.

Eligibility to apply:

Please use the following table to establish if the offences(s) you are applying for consideration for deletion are eligible. If your offences(s) falls into the 'Not Eligible' category please do not continue with your application **but view our [Frequently Asked Questions](#) for next steps.**

Individuals cannot apply to have a court conviction deleted under the RDP because chief officers cannot overrule the convictions handed down by the courts. However, if new evidence emerges, there is an opportunity for you to apply to the court.	
Individuals cannot apply if they believe information on their PNC record is incorrect. Any issues of this nature are regarded as a data dispute and will need to be raised directly with the police force concerned.	
Eligible	Not Eligible
You have been issued a Penalty Notice for Disorder (PND)	You have been issued a Court Conviction (as an adult or juvenile)
You have been issued a Final Warning as a juvenile	You have been issued a Conditional Discharge or an Absolute Discharge in Court
You have been arrested but not charged and/or convicted of a minor offence (as an adult or juvenile)	Your arrest event is owned by Police Service Northern Ireland
You have been issued a Caution or Conditional Caution (as an adult)	Your arrest event is owned by Police Scotland
You have been issued a Youth Caution (as a juvenile)	Your arrest event is still under investigation
You have been issued a Reprimand (as a juvenile)	You were charged with, but not convicted of a qualifying offence, and the biometrics have been approved for 3 year retention by the Biometrics Commissioner (as an adult or juvenile)
You have been arrested and charged with a qualifying offence (serious offence) but you were not subsequently convicted (as an adult or juvenile)	You were charged with, but not convicted of a qualifying offence, and biometrics have been approved for a 2 year extension by a District Judge (as an adult or juvenile)
You have been arrested but not charged for a minor offence and given a Discontinuance (as an adult or juvenile)	

Application form:

All fields marked with a red asterisk (*) are mandatory information fields, as they enable us to establish your identity. If you do not complete all of the mandatory fields, your application will be returned to you.

The remaining fields within the application form are not mandatory but please endeavour to complete all fields as fully as possible as this will help us to process your application in a quicker timescale.

1. Personal information

Please complete all fields in this section.

Previous Names

If you do not have any previous or maiden names please write 'Not Applicable' in this field.

Email Address

All correspondence, unless indicated otherwise, will be sent via this email address so please ensure that it is correct.

2. Proof of identity and proof of address

Proof of Identity

Please provide:

- 1) A copy of an official proof of identity, which clearly shows your name, date of birth and current address. An identity document with your photograph will assist us to process your request but is not essential.

Examples: Passport (photo page), Photo driving licence or Birth certificate.

Please note if your proof of identity includes your current address **and** is dated within the last 6 months you **do not** need to provide a separate proof of address.

Proof of Address

Please provide:

- 2) A copy of an official proof of current address, dated within the last 6 months.

Examples: Utility bill (gas, electric, TV, landline phone bill), local authority council tax bill or bank statement.

PLEASE NOTE: If submitting your application via email, each file you send **must** be no more than 2MB in size and **must** be in JPG, GIF, TIF or PDF format. Please note that if we cannot read your documents due to low image quality then your application may be delayed.

3. Event 1

Address provided when arrested / charged, if different to current address:

If your address is the same as your current address, please place an 'X' in the 'Not Applicable' box.

Name of the police officer who dealt with your case (if known)

This information is not mandatory but if you are able to provide it, it will assist the force when dealing with your application.

To the best of your knowledge, has the police investigation concerning yourself concluded?

If the investigation concerning yourself is still ongoing, the details of your application will be passed to the relevant force to confirm the investigation status. However the force will not be able to action your request if it is in relation to a live investigation and you will be advised as such.

In no more than 600 characters, please provide details of the circumstances of the event which is sought for deletion, and also provide evidence to support the grounds for record deletion you will select on page 3.

It is not mandatory to provide this information, but it will assist the relevant police force if you do and may help to expedite the force's decision.

If you are seeking the deletion of further arrest events then please complete the Record Deletion Additional Event Form.

4. Grounds for Record Deletion

Please provide us with the detail concerning the grounds under which you are requesting a record deletion.

The following are examples of circumstances (the grounds) in which a Chief Officer should consider the deletion of a person's PNC record and biometric data.

Please read the examples below and tick the most relevant box(es) that relate to your circumstances.

Ground for deletion	Explanation
Unlawfully Taken	Where you believe your DNA or fingerprints were taken unlawfully. (Section 1 of the Protection of Freedoms Act 2012 provides that a Chief Officer must destroy your DNA and fingerprints if it appears they have been taken unlawfully).
Mistaken Identity / Unlawful Arrest	Where you believe that your arrest was unlawful or was based on you being mistakenly identified. (Section 1 of the Protection of Freedoms Act 2012 provides that a Chief Officer must destroy your DNA and fingerprints if it appears they were taken unlawfully or based on mistaken identity).
No Crime	Where it is established that a recordable crime has not been committed. For example, a sudden death where an individual is arrested at the scene and subsequently charged, but after post mortem it is determined that the deceased person died of natural causes and not as a result of homicide.

Ground for deletion	Explanation
Malicious / False Allegation	Where the case against an individual has been withdrawn at any stage, and there is corroborative evidence that the case was based on a malicious or false allegation.
Proven Alibi	Where there is corroborative evidence that the individual has a proven alibi and as a result s/he is eliminated from the enquiry after being arrested.
Incorrect Disposal	Where disposal options are found to have been administered incorrectly, and under the correct disposal there would be no power to retain the DNA profile. In such circumstances, consideration should be given to deleting the DNA profile, fingerprints and the PNC record. Deletion in these circumstances could also be the product of review within the criminal justice process, for example, the withdrawal of a caution.
Suspect Status Not Clear at the Time of Arrest	Where an individual is arrested at the outset of an enquiry, the distinction between the offender, victim and witness is not clear, and the individual is subsequently eliminated as a suspect (but may be a witness or victim).
Another Person Convicted of the Offence	If another person is convicted for the offence then the Chief Officer may wish to consider the deletion of the biometric information and PNC record, providing there is no concern of there being more than one offender.
Judicial Recommendation	If, in the course of court proceedings, a magistrate or judge makes a recommendation that your fingerprints, DNA or PNC record should be deleted.
Public Interest	Where there is a wider public interest to do so.

5. Submit my application

Application check list	
Application - Mandatory fields fully completed and declarations acknowledged and form signed	<input type="checkbox"/>
Application - Completed electronically and not hand written	<input type="checkbox"/>
Proof of identity document enclosed (copies will not be returned)	<input type="checkbox"/>
Proof of current address (copies will not be returned)	<input type="checkbox"/>
If submitting your application via email, your proof of identity and address documents are no more than 2MB in size and are	<input type="checkbox"/>
Any additional documents to support your application	<input type="checkbox"/>

Correct postage costs (ACRO will not accept additional postal charges)	<input type="checkbox"/>
<p>Please send your completed application and associated documents via e-mail to:</p> <p>deletions@acro.police.uk</p> <p>Or via post to:</p> <p>Information Management, ACRO, PO Box 481, Fareham, Hampshire, PO14 9FS</p> <p>If you have any queries in relation to this process please e-mail deletions@acro.police.uk or visit our website: https://www.acro.police.uk/Record-deletion</p>	

6. What happens next?

The ACRO Public Access team will review your request and if it meets the set eligibility criteria for this process, it will be sent via secure email to the relevant point of contact within the force who are the Controllers of your records.

You will receive an acknowledgement from us once your application has been sent to force.

The force will conduct their review in accordance with their own internal processes and they will provide a decision, via email, to the ACRO Information Management team.

The ACRO Information Management team will then notify you of the outcome.

If your application does not meet the criteria for any reason then, you will also be contacted to be advised as such.

7. Where can I get more information?

Further information about the Records Deletion Process can be found on our '[Frequently Asked Questions](#)' pages.