

APPLICATION TO HAVE A FORM FILLED IN

INSTRUCTIONS

Read the accompanying explanatory notes before making out this Application.

This application is to be completed in triplicate. One copy to be sent to the person being asked to fill in a form (accompanied by the Application Fee). The remaining two copies to be retained by the Applicant and produced, on demand, at any reasonable time, at his home address.

To: Enter name and address of person being asked to fill in a form.

I/we* humbly beg you to fill in a form in accordance with the details given below.

A. Name, description and reference number of the form to which this Application relates.

B. Name, title, company and department of the Applicant.

C. Statutory or other authority for requesting the information called for in the subject form.

D. Purpose for which the information is required.

E. Will any information supplied be given to any other department, organisation or individual?

If 'yes', a) to whom? b) in what circumstances? c) why?

F. Have you, or any member of your staff lost any of the forms in question?

Enter: a) Number lost in past three years. b) circumstances in which losses occurred. c) action taken to avoid losses in future.

G. Has the information called for been supplied to you before?

H. Will the same information be asked for again in the future? If 'yes' when? If 'so', why?

I. Personal details of Applicant

Name:

Age: Date of birth:

Telephone: home: office:

Nationality:

Married or single?.....

Number and ages of children:.....

Mental or physical defects:.....

Have you ever been in prison? Yes/No*

If yes when?

For how long?.....What for?.....

Do you believe in computers?

National Insurance number:

Passport Number:

Car registration number:

Driving License number:

Affix passport photograph here Affix Application fee here. (sec Note)

Certificate to be completed by a Police Officer

I hereby certify that the above is a good likeness of the

Applicant Rank

Declaration to be completed by the Applicant

I, hereby declare (insert full name)

that I am of sound mind and that I will not disclose any information given in response to this Application to any third party in any circumstances whatsoever.

..... signature date

Witnessed by..... signature occupation address

K. Character reference—to be completed by:—

- a) a minister of religion; b) a Justice of the Peace; c) a medical practitioner.

I have personally known..... (insert full name of Applicant) for at least three years and, to the best of my knowledge and belief, he/she* is sober, industrious, reliable and of good character.

I would/would not* buy a second-hand car from him/her*

*delete as necessary

..... signature qualification address date

NOTE The Standard Application Fee is £1 and should be submitted with this Application in the form of an unmarked pound note, lightly affixed by one corner in the space provided. Applications requiring urgent action should be accompanied by an Application Fee of £5. These Application Fees will be dealt with first. Application Fees are not returnable.