






REQUEST FOR INFORMATION IN FAMILY PROCEEDINGS LITIGANT IN PERSON FORM TO BE COMPLETED BY THE COURT

Police information will not be disclosed unless there are important considerations of public interest to justify departure from the general rule of confidentiality. These considerations include the protection of vulnerable members of society. The information below is provided on the strict understanding that such information is only for the use of the court and it will be treated as confidential and will not be used for any other purpose.

SECTION 1 - GUIDANCE NOTES

- The information supplied in this application will be used for the purpose of administering this request and to ensure the accuracy of police systems. When completed, please send to the below email address.
- It is essential that names are spelt correctly, dates of birth are provided, and all sections are completed. Should any of the required fields not be completed, thorough police checks cannot be conducted, which may result in vital information being missed. Incomplete forms will be returned and will not be processed until completed fully.
- Please ensure that the parties to the proceedings, people whose consent has been obtained or directed on a Court Order for police disclosure to be provided are listed in the sections marked 'party 1/2/3 etc' (please use additional sheets as necessary).
- For all individuals who are known but are not parties, please use the 'Relevant individuals to the Proceedings' table. These names will be left in the disclosure, but checks will not be undertaken. E.g. this should be used for siblings, partners of the parents, grandparents etc.
- Advance notice of family proceedings and any request for information should be made as soon as possible. Please send a copy of any Court Order(s) where police disclosure is directed as soon as possible. Please note we accept approved draft copies. **Please note a minimum of 20 working days is required for private and LA (Local Authority) pre-proceedings disclosures, and a minimum of 10 working days is required for LA requests where proceedings have commenced.** Criminal/family protection files, photographs and tape-recorded interviews may take longer to provide for historic /on-going cases.
- **Further information request** - If you require further information on disclosure previously provided such as additional information on an incident we have provided previous disclosure on, please advise us using the email address below. Please direct all queries to the mailbox, not the Disclosure Officer dealing.
- **Updated information request** - If you require us to conduct updated searches from the date of the last disclosure to present, please request this using the email address below. Please direct all queries to the mailbox, not the disclosure officer dealing. There is no need to send a new application form if all the details remain the same, please ensure any updated addresses are advised to us. Please see section 5 for fee details.
- **Unredacted disclosure** – Please note all disclosure will be redacted as per the 'data minimisation' principle outlined at Article 5(1)(c), of the GDPR. Disclosure can only be provided in an unredacted format if there is a relevant Court Order which directs this. **We also require the reason the disclosure is directed unredacted.**
- Applications for parties residing in Wigan, Leigh, Oldham or Bury should be directed to Greater Manchester Police. Southport and St Helens are covered by Merseyside Police.

Further details relating to the disclosure of information for family care proceedings can be found within the 'Lancashire protocol relating to the disclosure of information to and from family care proceedings', a copy of which can be found on www.lancashire.police.uk under 'Accessing information' – 'Family Court Lancashire Protocol'.

If you require additional advice about completing this form, please contact us using the below details	
	01772 413920 / 412696 / 412631
	familycourt@lancashire.pnn.police.uk
	Family Court Disclosures Legal Services Lancashire Constabulary Headquarters Saunders Lane Hutton, Preston PR4 5SB

SECTION 2 – CASE DETAILS

Please note: Only complete this form if none of the parties are legally represented. If a solicitor is involved, the lead solicitor should request the disclosure.

CASE TYPE / PURPOSE OF REQUEST	
Please tick the relevant box - this will affect how the application is processed. If there is a relevant Court Order where police disclosure is directed, please forward a copy at your earliest convenience. Please note approved draft orders are accepted.	
<input type="checkbox"/> New request	<input type="checkbox"/> Update request Our previous reference number (if update): _____
Proceedings type: _____	
Court name	
Allocated judge(s)	
Court case number	
Date(s) of future hearing(s) / meeting / assessment date if pre-proceedings	

COURT CONTACT DETAILS	
Name of Court Contact	
Email address the disclosure should be sent ** disclosure will be sent via egress unless otherwise requested**	

SECTION 3 – REQUEST DETAILS

Please note: Only complete details below for the parties to the proceedings or people whose consent has been obtained for Police disclosure.

CHILD(REN) IN THE PROCEEDINGS DETAILS (if applicable)	
Name	Date of birth

PARTY 1	
Relationship to the child e.g. Mother	
First name(s)	
Surname	
Previous name(s) / alias names	
Date of birth	
Place of birth	
Current address (please state dates of residence)	
Previous address(es) (please state dates of residence)	

PARTY 2	
Relationship to the child e.g. Father	
First name	
Surname	
Previous name(s) / alias names	
Date of birth	
Place of birth	
Current address (please state dates of residence)	
Previous address(es) (please state dates of residence)	

PARTY 3 (if applicable)	
Relationship to the child e.g. Mother's partner	
First name	
Surname	
Previous name(s) / alias names	
Date of birth	
Place of birth	
Current address (please state dates of residence)	
Previous address(es) (please state dates of residence)	

PARTY 4 (if applicable)	
Relationship to the child e.g. Mother's partner	
First name	
Surname	
Previous name(s) / alias names	
Date of birth	
Place of birth	
Current address (please state dates of residence)	
Previous address(es) (please state dates of residence)	

use separate sheet if necessary

RELEVANT INDIVIDUALS TO THE PROCEEDINGS

Please provide details of individuals whose identity is relevant to the issues before the court. These individuals should not be party to the proceedings but whose names are known to the court and should not be redacted from the disclosure.

Please note: checks will not be conducted on the below details.

Relationship to the child e.g. older children/grandparents/aunties/uncles	Name	Date of birth	Address

KEY ISSUES & SPECIFIC INFORMATION SOUGHT

Please provide a summary of events giving rise to these proceedings and any relevant incident dates/log numbers and the names of the individuals involved if their identity is relevant to the issues before the court. To ensure relevant disclosure is provided this information is essential.

Please state which particular documents, records or other evidential material are required and their specific relevance to the family proceedings. If a court order for police disclosure has been made, please forward a copy as soon as possible (please note draft copies are accepted).

use separate sheet if necessary

SECTION 5 – UNDERTAKING – APPLICANT TO COMPLETE

In the event that copies of the disclosure are released to me by the Court, I undertake that:

- 1) I will ensure that the materials are always kept under secure conditions and not left unattended in vehicles or otherwise unprotected.
- 2) I will ensure that all copies of the documents/materials are securely destroyed at the conclusion of the case.
- 3) I will not release the materials or supply copies of the materials to any other person except:
 - a. The social workers involved with the child / children
 - b. Barristers and/or solicitors instructed by me / the court
 - c. Others – under the instructions of the court.

When information is released to any party listed above, the receiving party shall agree to keep the information secure, not to further disclose and to destroy the information on conclusion of the case.

When the information is released, the receiving party, excepting the court, shall be required to sign the approved form of undertaking (section 8 of this form [appendix 1]). I will keep a copy of this undertaking and a written record of any person to whom the information is released.

Date: _____

Signature of applicant (typed/electronic signature accepted): _____