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**Access to Records Application Form**

**(Deceased Person/Family History)**

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| 1. **Your details** | |
| First Name: | |
| Family Name: | |
| Address:  Postcode: | |
| Phone No: | Date of Birth: |
| Relationship to deceased person: | |
| **Details of the person whose records are required** | |
| 1. **Details of the person whose records you are requesting** | |
| First Name: | |
| Family Name: | |
| Previous Names: | |
| Date of Birth: | Date of Death: |

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| 1. **Details of records to be accessed** |
| Are you seeking any specific piece of information or documents relating to a particular period of time? **YES / NO**  If YES, give details below: |
| Please explain why you require the information. *(****You must give a reason or your request may be rejected****)* |

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| 1. **Identification details** |
| Please tick to confirm that you have enclosed **two** of the following documents as proof of your identity, one of which must be a photographic ID and the other a recent utility bill, pension book or benefits letter. You must **also** provide a copy of the death certificate of the person whose records you are requesting.  **Please do not send original documents – we will accept good photocopies.**  Driving Licence Passport Utility Bill Pension Book  Benefits letter Death Certificate |

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| 1. **Declaration** |
| **I understand that I may be asked for additional information to establish my identity or that of the person whose records I am applying to see.**  **I understand that I may be contacted to provide additional details to help locate the information requested.**  **I understand the Access to Records process will take a maximum of 30 consecutive days to complete, this period to commence once Nugent receives the completed Application Form and required proofs of identity.**  If you feel that you have other information that may assist in a speedy access. Please include it on a separate sheet.  Signed: ............................................................ Date: ................................ |

**Please send your completed form to: The Team Manager, Quality Assurance, Nugent, 99 Edge Lane, Liverpool L7 2PE.**