



MAKING BERMUDA SAFER

Application for Access to Public Information held by the Bermuda POLICE Service (BPS)

Section 13 of the Public Access to Information Act, 2010 (PATI)

Guidance Notes – Read Carefully

Access to Records

Subject to certain exemptions, you have a right to have access to any record held by the Bermuda Police Service and a right to inspect, or be provided with a copy of that record within a six week period.

ONLY Bermudians or residents of Bermuda may apply for records under the Act.

If you wish to exercise these rights, please complete this form carefully and follow the instructions regarding the relevant fee, proof of identity and how to return the form to the BPS.

In accordance with the act, the BPS may, in certain circumstances decline to provide you with the specified records. For example, we will not provide records if releasing it to you would be likely to prejudice policing purposes. We may also restrict records that identify other individuals.

Request for Access to Records

A request for records held by the BPS must be made in writing. Please be specific and succinct in your request. Please also specify whether you wish to inspect or have a copy of the said record as specified in Sections 17(1) & 17(2) of the Act. Once we have received your request we will acknowledge receipt of your request within five working days.

Fees

The fees prescribed in the Government Fees Regulations 1976 shall apply. If access is granted to a record and you wish to inspect it on BPS premises then no fee is payable. Before we provide you a record, our Information Officer will give you an estimate of the amount of fee payable and the fee must be paid before the record is provided. Payment may be made to **THE ACCOUNTANT GENERAL** by cash, cheque, or debit/credit card at the Government Administration Building on Parliament Street, City of Hamilton. Please identify the PATI tracking number provided to you on the invoice for reference purposes.

Proof of Identity and Verification

The BPS needs to confirm your identity. You must provide an official Government photo identification document (Passport, Driver's Licence, Voters ID Card, etc.) with your application for records. If previous contact with the BPS has been in your maiden / other name, please provide identification in that name (e.g. marriage certificate, deed poll, etc.). We may request original documents and also be require you to attend in person for verification purposes. All original documents will be returned to you.

Address Details and Proof of Residence

You are required to provide proof of address and residence in Bermuda. Only a Bermudian or resident of Bermuda may make an application in accordance with *Section 12(1) PATI Act 2010*. If you require a hard copy posted to you, this is the address to where the requested information will be sent. Please provide copies of the most current utility bill (e.g. Belco, phone, or BDA Gas) in your name.

If you use a Post Office Box as your address for receipt of mail and please supply copies of the Post Office box contract agreement or billing details to support your application. This is to ensure that we are providing the information to legitimate applicants and guarding against inadvertent improper disclosure to persons not entitled to receive the requested information.

Returning this Application

The completed form AND proof of identity / address must be received by the BPS Information Officer. If delivering the application or sending it by post please mark it clearly:

**ATTENTION: Information Officer
Public Access to Information Unit (PATI)
Bermuda Police Service
10 Headquarters Hill
Devonshire DV 03**

If you wish to send the application along with proof of identity electronically, please send it to **The BPS Public Access to Information Unit** email: **pati@bps.bm**

Section 1	About Yourself	Bermudian	Resident of Bermuda
Surname / Family Name:			
First Name(s):			
Maiden / Other Name(s):			
Title: (Mr, Mrs, Ms, Dr, Other)		Date of Birth: (DD-MMM-YYYY)	
Gender:	Male	Female	
Residential Address: (Include Postcode – must NOT be a PO Box address) This is the address to which all replies will be sent and must be the address you currently live at.			
Alternative Delivery Address: (Only to be completed if information is to be delivered to an address different to the above and must be provided at time of making original application - This may be a PO Box.)			
Preferred Telephone No's.*	1:	2:	
Preferred Email Address*	1:	2:	
* Not mandatory, but these will assist us if we need to get back in touch with you to discuss your application			
Previous Addresses: (If you have lived at the above address(es) for less than ten years please give your previous addresses (including dates) for that period.			
How do you wish to have the information: (Please cross (x) relevant boxes)	<input type="checkbox"/>	Return to me via email.	
	<input type="checkbox"/>	Post to my address.	
	<input type="checkbox"/>	I wish to inspect it.	

Section 2

BPS Public Information Request

Please note, a failure to provide further information as listed below will result in your application being rejected and returned to you.

Please continue on a separate sheet if you necessary.

Request Details

Please explain below exactly what public records you require:

If you have previously made an access request to the BPS please provide your previous reference number(s)

Section 3	Declaration (to be signed by the applicant)
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- I have read and understood the Guidance Notes
- The information, which I have supplied in this application, is correct, and I am the person to whom it relates
- Enclosed proof of identity

Signature:		Date: (DD-MMM-YYYY)	
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Warning - A person who impersonates another or attempts to impersonate another may be guilty of an offence. Your signature must match the one provided with your submitted identification documents. Applications will be rejected where signatures do not match.

Should any advice or further guidance be required in completing this application, please contact:

The BPS Public Access Office Email: pati@bps.bm Tel: 441 295 0011 (Mon – Fri 8:30 – 4:30pm)

Section 4	For BPS use only
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Check that the form has been completed, is legible and that you are satisfied with the applicant’s identity.

Application checked and legible?	Yes	No	Identification documents checked?	Yes	No
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PATI Application Number (as recorded in MEMEX):

Identity document(s)	Driving Licence (No.)	Passport (No.)
	Voters ID Card (No.)	Other (No.)

Fee paid (if applicable):	\$	Receipt number:	
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Applicant name:	Officer Department:
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Officer name:	Identity documents returned?	Yes	No
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Signature:	Received Date: (DD-MMM-YYYY)	
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