

Royal Mail Group

PNC INDIVIDUAL CHECK

This facility must only be used for the purposes of obtaining previous convictions of alleged offenders and witnesses who have provided witness statements in cases being prosecuted or under active consideration for possible prosecution. Requests can also be made for Health and safety reasons. Misuse of the information provided deliberately or through negligence will invoke serious action under the conduct code not falling short of dismissal and may lead to prosecution.

FOR USE BY SECURITY INTELLIGENCE TEAM ONLY			
URGENT CHECKS VIA PHONE		STD	GRO
SI Unique ref no	W3447	Date Received	04/02/2010
Processed by:	Rodney Williams	Time Call received	
Authorising Manager's name		Date Reply sent	03/02/2010
Reason for urgent Check			
Urgent check Defined (State Reason)			

Case Reference (state reason if not available)	29128
Reason for request (Provide brief details of the offence under investigation and/or explain why the information is necessary to be obtained..)	<p>I am investigating suspected Theft from the course of post. Instore CCTV footage captured the named subject on 21/01/10 in the Croydon branch of Marks & Spencer attempting to use two stolen M&S chargecards. The cards were due for delivery to an address in Wimbledon, SW19. Jason Arnold is a Manpower casual who worked at SW19 DO on 5th, 7th, 20th & 21st January. Management at SW19 identified the subject from two CCTV 'stills' that were shown to them. Mr Arnold is still working occasionally at SW19 and is due to attend on 3rd, 4th & 5th February. It is intended to apprehend/arrest him when he attends for duty at SW19 on one of the dates mentioned. The details requested are required to enable a risk assessment to be completed for officer safety.</p> <p style="text-align: right;"><i>See Print Out</i></p>

Please supply information in respect of the following individual (* Mandatory information)

*Surname	Arnold	Previous Surnames	N/K
*First Name(s) in full:	Jason Yousef	*Male or Female	Male
*Date of Birth	GRO	Place & Country of Birth	N/K
Current Private Address	GRO		
Previous Address			

Information required in order to process a PNC check (complete the boxes that are applicable)

Reason for request:	Risk Assessment (Suspect)	<input checked="" type="checkbox"/> Version 13	Prosecution Result	<input type="checkbox"/>
PNC GS208	Risk assessment (Open enquiry)	<input type="checkbox"/>	Intelligence Gathering	<input type="checkbox"/>

In relation to urgent checks made through phone or e-mail please check details have been recorded correctly prior to signing			
Requesters Name	Andy Bowman	Mobex	GRO
Rank	ML3	Date	02/02/2010

URGENT REQUESTS ONLY: The Security Intelligence Transaction Team member should forward the form to the Authorising Manager via their e-mail account only. The Authorising Manager must be one rank higher than the requestor.

NORMAL REQUESTS: The Requestor should forward the form to the Authorising Manager via their e-mail account only. The Authorising Manager must be one rank higher than the requestor.

Authorising Manager			
I have read the request and I have made the following statement		Authorise	
Reason for declining			
Authorisers Name	Marcus COPPER	Mobex	GRO
Rank	SB 8 Territorial Investigation Manager	Date	4th February 2010

The authorising Manager should forward the completed form to the Security Intelligence Team e-mail address using the button on the summary sheet within 5 working days of receipt via their respective e-mail account only.

The Security Intelligence Transaction Team member should forward the form to the Authorising Manager via their e-mail account only. The Authorising Manager must be one rank higher than the requestor