



Our reference: [PFA Reference]

**STRICTLY PRIVATE & CONFIDENTIAL
TO BE OPENED BY ADDRESSEE ONLY**

Recipient name
Address line 1
Address line 2
Town/City
Postcode

Date

Dear [insert name],

Important information about previous court convictions

Our records show that you may have been convicted in the courts following an issue with discrepancies in the branch accounts when you worked for Post Office. If this is correct, please contact us as you may wish to consider appealing that conviction following recent judgments. If so, we can provide you with further information.

If our records are incorrect, we're sorry to bother you - please let us know at disclosure@**GRO** so we can update our records and not contact you about this further. Thank you.

Background

A number of historical convictions have been referred to the Criminal Case Review Commission ["CCRC"]. The CCRC has determined it's possible that some of these convictions were unsafe. We have provided a list of websites with further information on this at the end of this letter.

In accordance with our duties as a former prosecutor, Post Office has a continuing duty to supply you with any new information which emerges. We are therefore conducting a Post-Conviction Disclosure Exercise ["PCDE"] and new information from this may help you decide if you wish to appeal your conviction. The PCDE covers cases prosecuted by Post Office (or Royal Mail Group) between July 1999 and December 2013.

Next steps

If you would like to find out more about this, please contact us at disclosure@**GRO** or [PO Box address]. We will also need to verify your identity - for this, so please email us photographs or scans of two documents listed at the end of this letter, one from list 1 and one from list 2.

Once we verify your identity, we will contact you (or your representative) with guidance about the potential appeal of your conviction. We have worked with the CCRC to produce this guidance. We also need to make material available to you (or your legal representative) from the PCDE.

If the named addressee has since passed away, their legally appointed representative or next of kin can contact us about a conviction for that person. We will need confirmation of this legal relationship and will let you know what documents to send us – please contact us if this is the case.

Important information on legal advice

A conviction can only be overturned through the courts and by following the legal procedures. Post Office cannot provide you with any legal advice, so we will keep our communication with you about this as simple as possible.

The process can be complicated and we recommend that you consider taking professional legal advice to assist you.

If you do not have your own legal representative you might wish to contact Citizens Advice or the Law Society (details below). Several law firms are already involved in appeal cases against Post Office. You can find a list of these law firms at the end of this letter. Please note that we cannot make any recommendation about whether you should use any of these law firms. You will need to make your own enquiries about these and other suitable firms (including discussions about how much they will charge).

If you decide to use a legal representative, please let us know their contact details when you respond so we can communicate with them on your behalf as appropriate.

Thank you for your time. We realise that this letter may cause concern or uncertainty and if you are unsure about anything in this letter please do not hesitate to contact us at disclosure [GRO]

Yours sincerely,

Declan Salter
Director - Historical Matters
disclosure [GRO]

Copies of required documents to verify your identity

List 1 – one of the following showing identity details including your signature:

- Current signed passport (the picture page) or
- Current UK or EEA photocard driving licence

One of the above documents is preferred, but if you don't have either of them please email us a copy of one of the following instead, again showing your signature where possible:

- Birth Certificate (short version is acceptable)
- EEA member state identity card
- Full old-style driving licence
- Benefit book or original notification letter from Benefits Agency
- Firearms or shotgun certificate
- Residence permit issued by the Home Office to EEA nationals on sight of own country passport
- National identity card bearing your photograph

List 2 – one of the following showing current address details:

- Utility bill (gas, electricity, satellite television, landline phone bill) issued within the last three months
- Local authority council tax bill for the current tax year/Rates demand from Land and Property Services in Northern Ireland
- Current UK driving licence (but only if not used for list 1 above)
- Bank, Building Society or Credit Union statement or passbook dated within the last three months
- Original mortgage statement from a recognised lender issued for the last full year
- Solicitor's letter within the last three months confirming recent house purchase or land registry confirmation of address
- Council or housing association rent card for the current year
- Benefit book or original notification letter from Benefits Agency (but not if used for list 1 above)
- HMRC self-assessment letters or tax demand dated within the current financial year
- Electoral Register entry
- NHS Medical card or letter of confirmation from GP's practice of registration with the surgery

If you have changed your name since you were convicted, as well as copies of one document from List 1 and one from List 2 above, please also provide:

- A copy of your marriage certificate or
- A copy of your change of name deed

The documents you provide are used only for verification and identity purposes and are deleted from our systems once these checks have been made.

These websites will tell you more about the CCRC:

<https://ccrc.gov.uk/ccrc-to-refer-39-post-office-cases-on-abuse-of-process-argument/>

<https://ccrc.gov.uk/the-ccrc-refers-eight-more-post-office-cases-for-appeal-bringing-total-to-47-so-far/>

<https://ccrc.gov.uk/ccrc-refers-four-more-post-office-horizon-cases/>

For further information on finding legal help, we suggest that you look at the Citizens Advice and Law Society websites below:

<https://www.citizensadvice.org.uk/law-and-courts/legal-system/finding-free-or-affordable-legal-help/>

<https://solicitors.lawsociety.org.uk>

Here is a list of law firms involved in Post Office related appeal cases (in alphabetical order as at [DATE]):

Aliant Law

Aria Grace Law

Bhatia Best Solicitors

Clarke Kiernan LLP

CLP Solicitors

Edward Fail Bradshaw & Waterson Solicitors

Gullands Solicitors

Hudgell Solicitors

Lewis Rodgers Solicitors & Advocates

Lords Solicitors (Wakefield) Ltd