

NON-POLICE AGENCIES
(Notification of Proceedings to Police)

AGENCY NAME: POST OFFICE LTD

AGENCY REF. No:

ADDRESS:

☎:

OFFICER IN CHARGE OF CASE:

SIGNATURE: _____

For Police Use Only A/S Reference Number		PNC Court Case Reference Number	
<input type="text"/>		<input type="text"/>	
PNC ID Number		CRO Number	
<input type="text"/>		<input type="text"/>	
Entered on PNC by	<input type="text"/>	Date	<input type="text"/>

Name Charged/Summonsed

Surname

Forename(s)

Alias Name(s)

Nickname

Date of Birth

Sex

Colour

Height (Imperial)

or Metric

 M F White Non White ft in m

Place of Birth

Nationality

Driver Number

Process Stage

Reported

Arrested

Charged

Date

Time

Photograph

Taken

Not Taken

Fingerprints

Not Taken

Taken

DNA Sample

Taken

Not Taken

Mouth

Hair

ID Number

Prosecuting Agents

Post Office Ltd Legal Services, Criminal Law Team, 148 Old Street, London, EC1V 9HQ

Offence (in plain language, include Act & Section of Offence.)

Offence Start Date/Time

Offence End Date/Time

Address/Location of Offence

County

Postcode

Method used in Offence

(Show as much information as possible especially in regards to words spoken/weapons used/means of entry/exit and part played by any ACCOMPLICE showing name and address where known.)

FOR ADDITIONAL OFFENCE(S) USE A SEPARATE FORM NPA 02

Continuation form(s) NPA 02 attached

Yes

No

Charged/Summonsed on date

Court Date

Time

Court Name

Cautioned on date

Cautioning Officer

Rank

Name

Cautioned

Surname

Forename(s)

SIDE 2

Ethnic Appearance	White European		Dark European		Afro Caribbean		Asian		Oriental		Arab		Unknown	
	Fat		Heavy		Stocky		Broad		Thin		Slim		Small	
Build	Medium		Proportionate											
	British				or	Metric								
Shoe Size	Blue		Brown		Green		Grey		Hazel		Pink		Unknown	
Eye Colour(s)	Glasses		Contact Lenses		Neither		Handed	Right Handed		Left Handed		Ambi-dextrous		
Glasses	Type	Colour (1)			Dyed/Greying		Colour (2)		Features					
	Bald (BA) Collar Length (CL) Cropped (CR) Receding (RE) Short (SH) Shoulder L'th (SL) Very Long (VL)	Black (BK) White (WH) Light Brown (LB) Dark Brown (DB) Fair (FA) Blonde (BD) Ginger (GI) Auburn (AU) Grey (GY) Brown (BR) Red (RD) Sandy (SA) Mousey (MO)	Dyed (D) Greying (G)	Black (BK) White (WH) Light Brown (LB) Dark Brown (DB) Fair (FA) Blonde (BD) Ginger (GI) Auburn (AU) Grey (GY) Brown (BR) Red (RD) Sandy (SA) Mousey (MO)	Afro (AF) Plaited (PL) Mohican (MO) Beehive (BH) Ponytail (PT) Punk (PK) Rasta (RA) Shaven (SV) Skinhead (SK) Teddy (TE) Permed (PM) Curly (CU) Wavy (WA) Dirty (DI) Greasy (GR) Streaked (SD) Thinning (TH) Wig (WI) Straight (ST) Untidy (UT)									
Hair	Moustache (M) Beard (B) Long Sideburns (L) Clean Shaven (C)													
	Type	Colour (1)			Dyed/Greying		Colour (2)		Features					
Facial Hair														
Accent	English		Scottish		Irish		Welsh		Northern		North East			
	North West		Yorkshire		Midland		East Anglia		West Country		Southern			
Accent	Liverpool		Birmingham		London		Glasgow							
	American		Australian		French		German		Italian		Spanish			
Marks/Scars/Abnormalities	West Indian		Asian		Oriental		Foreign Other		Cultured					
	TATT MARK LACK SCAR PRCD PECU	Tattoo Lacking Scarred Pierced Peculiar	R L C U W	Right Left Centre Upper Lower	SCAL(Scalp) EYES LIPS NECK BACK ARMS	LEGS GAIT BROW EARS TEET(Teeth) CHES(Chest)	GENI(Genitals) HAND FEET SPEE(Speech) FACE NOSE	CHIN ABDO(Abdomen) BUTT (Buttocks) FING (Finger) TOES TONG (Tongue)						
Marks/Scars/Abnormalities	Description (describe tattoo or other details)													
Home Address(es)														
Other Address(es)														
Identity Numbers (DSS/National Insurance etc.)	Type	Number												
Occupation														
Habitual Dress														
Jewellery Worn	Bracelet		Brooch		Earring		Neck chain		Pin		Ring			
	Watch		Pendant		Other									
State if worn permanently and body position														
Habits/Mannerisms														
Special skills														