

**Wigan Archives Service**  
**Leigh Town Hall, Leigh, Wigan, WN7 1DY**  
**Tel: 01942 404 430 email:**  
[archives@wigan.gov.uk](mailto:archives@wigan.gov.uk)

**Request Form 2**

**Data Subject Access To Closed Records Request Form**

**1. Details of person requesting the information:**

Full name:.....  
Address:.....  
Telephone Number: .....  
Email address: .....

**2. Are you the data subject?**

**YES:** If you are the data subject please supply evidence of your identity, i.e. original or copy of driving licence, passport, national identity card or photo-pass, and as evidence of address a recent letter or bill from a utility company. Please include a stamped addressed envelope for returning the document.

**(Please go to question 4)**

**NO:** Are you acting on behalf of the data subject with their written authority? If so, that authority must be enclosed. If not, what other legal justification have you for obtaining access to the data? Please note that identification as above must be provided for you and the data subject.

**(Please go to question 3)**

**3. Details of the data subject (if different from 1)**

Full name:.....  
Address:.....  
Telephone Number: .....  
Email address: .....

**4. Please describe the information you seek together with any other relevant information. This will help us to identify the information you require.**

**We are allowed to charge a fee of £10 for each data subject access request. Payment details are enclosed.**

**DECLARATION. To be completed by all applicants.**

**Please note that any attempt to mislead may result in prosecution**

I ..... certify that the information given on this application form to the Wigan Archives Service is true. I understand that it is necessary for the Wigan Archives Service to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

**Signature:**.....

**Date:**.....

**Note.** The period of 40 days in which the Wigan Archives Service must respond to the request will not begin until it is satisfied on these matters.

**Please return the completed form to the Archivist, Wigan Archives Service, Leigh Town Hall, Leigh, Wigan, WN7 1DY**

**Documents which must accompany this application:**

- Evidence of your identity
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)
- The fee set out on the attached payment details
- Stamped addressed envelope for return of proof of identity/authority documents