[Insert on police force headed paper]

Police URN: [This should be the Police URN on the BC1 Application Form]

[Date]

Dear

NOTICE OF APPLICATION TO RETAIN BIOMETRIC MATERIAL

I have decided to apply to the Biometrics and Surveillance Camera Commissioner under Section 63G of the Police and Criminal Evidence Act 1984 for consent to the retention of your DNA profile [and/or] fingerprints. If that application is approved your DNA profile [and/or] fingerprints will be retained until [Insert Date]. My reasons for making this application and the information upon which it is based are summarised in the attached document.

If you wish to object to the retention of this material, you have a right to make representations to the Biometrics and Surveillance Camera Commissioner. Those representations must reach his Office by [Insert Date + 28 days].

I enclose copies of various documents which explain the statutory basis for applications of this type, how you can make contact with the Commissioner and the factors that he will take into account when he arrives at his decision. Guidance can also be accessed at https://www.gov.uk/biometrics-commissioner.

If you require further advice or guidance, please contact the Office of the Biometrics and Surveillance Camera Commissioner directly for assistance. Any representations should where possible to the following email address:

Email: Enquiries@obscc.org.uk

If you are unable to send your representations by email, the form can be posted to the following address:

Office of the Biometrics and Surveillance Camera Commissioner PO Box 72256 London SW1P 9DU

Yours sincerely

Name / Rank

[Must be an officer of substantive NPCC rank]

Summary of Application

Date of Arrest		
Qualifying Offence		
Brief Description of Incident leading to Arrest		
Retention Sought	☐ DNA Profile	Fingerprints
Reasons for Application to Retain DNA / Fingerprints		
Documents Attached		
Applications for Biometric Retention: What You Should Know		
☐ BC3 Representations Form		
Principles for Assessing Applications for Biometric Retention		

If you wish to make representations in response to the reasons given above you should do so on the **Form BC3 - Representations to the Biometrics and Surveillance Camera Commissioner** enclosed with this notification letter.