

[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]

