



**MINISTRY OF DEFENCE**

**SPECIAL SUBJECT ACCESS REQUEST  
(SSAR) FORM**



Before completing this form, please read the notes at the end.

Please complete this form as fully and as accurately as possible and return it, with any documentary evidence, to:

Extended Access to Information  
Special Subject Access Request  
CIO-CI-Access Special Projects  
Ministry of Defence  
Main Building  
LONDON, SW1A 2HB

**PART I - PERSONAL DETAILS**

1.	Surname <i>(please include any former names if relevant to request)</i>	
2.	Full Forenames <i>(please include any former names if relevant to request)</i>	
3.	Current Address <i>(please include Postcode)</i>	
4.	Official Service and/or Civilian Staff Number	
5.	Service and/or MOD Civilian Career - <i>Date of joining</i> - <i>Date of leaving (if appropriate) and Rank or Grade held then or currently)</i> - <i>MOD Branch, Regiment, Corps or specialisation etc.)</i>	

6.	Date of Birth	
7.	Nature of your Potential Hazardous Exposure	
	What Happened?	
	When did it occur?	
	Where did it happen?	
	How did it happen?	
	Why were you there (what was your role)?	
8.	Do you know where in the Department, the information you are requesting might be held?	
9.	What, specifically, are you looking for from the Department?  (please be as specific as you can be)  <i>Please continue on a separate sheet, if necessary.</i>	

**PART II - DECLARATION**

To the best of my knowledge, the information I have given on this form is correct. Proof of identity is required to allow us to verify your identity (please see Note 3);

Signed (Signature):

Date:

Name in full (Block Capitals):

I am acting on behalf of someone who is unable to act for themselves, and Part I relates to them.