

# Access to Records Request Form

## Section 1 – Details of record requested

Surname .....

First Name(s) .....

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Present Address .....

.....

Post Code .....

Telephone Number .....

E-mail Address .....

Address at time of receiving service if different from above

.....

.....

Post Code .....

Can you think of anything that may help us find your file? For example, the name of your Social Worker, names of other workers involved in your care or the kind of service you received.

.....

.....

Is there any specific information you want to see? (Please give details)

.....

.....

.....

## Section 2 – Application by a friend, relative or advocate

I certify that (name of the person) .....

of (address of the person).....

..... **Post Code** .....

(Please tick appropriate box)

Is authorised by me to have access to all of my Social Care information.

Is authorised by me to have access to only the following Social Care information.  
(Please list what information you give the person named above permission  
to access.)

I understand that by signing below I am giving the person named above  
permission to see my personal information.

**Signed** ..... **Date** .....

**Declaration:** I understand that I may not be able to see all of the information  
recorded about other people or myself in my file.

I also understand that it may be necessary for the Department of Social Care to  
contact me for more information to confirm my identity and locate my records.

I confirm the information given on this form is correct to the best of my knowledge.

(Please tick appropriate box)

**I am the person named in section 1**

**Friend\*/relative\*/advocate\* of the person named in section 1**  
(\* delete as appropriate)

**Signed** ..... **Date** .....

Please return this form with a cheque or postal order for £10.00 made payable to  
Middlesbrough Council to: **The Access to Records Officer, Middlesbrough Council,**  
**Department of Social Care, PO Box 505, Civic Centre, Middlesbrough TS1 9FZ**