

Step-by-step instructions for web form

1

Open the web form
 This is where you start your access request.

Answer the questions at the top of the form
 Next you will see the section where you enter your personal data.



2

Enter your personal details
 Postcode e.g. 1234 AA and mobile phone number e.g. 0612345678.

Check that your personal data has been entered correctly



3

Enter your previous addresses over the past eight years
 We need this information to be able to share all your records with you.

Answer the last question and click on Send
 Your access request has now been submitted.



4

Open the confirmation email from CIS
 This email will be sent to the email address you provided.

Check that your personal details are correct
 Your previous addresses are not included in this email.



5

Print and sign the confirmation email
 If you do not have a printer, you can copy the information onto a sheet of paper and sign it.

Make a copy of your identity document
 If you do not have a scanner, you can take a photo of your identity document.



6

Send both documents back to CIS by email
 You can return the signed confirmation email and the copy of your ID by attaching the two documents to a reply to the email.

You will receive an email when your request is being processed
 You will have access to your records within 10 working days.

