|  |  |
| --- | --- |
| This factsheet gives general legal information. While every effort has been made to ensure that the information is correct, this cannot be guaranteed. It is not a substitute for legal advice. You should always seek legal advice for a legal matter. You can contact Suffolk Law Centre by phone on (01473) 408111, by email at office@suffolklawcentre.org.uk, or at 46a St. Matthews Street, Ipswich, Suffolk IP1 3EP. This Factsheet was updated on 01 April 2020. | BackgroundYou may want to find out if you have any criminal convictions or cautions listed on national police databases (the Police National Computer (PNC)). You can find out this information from the Criminal Records Office (CRO). This will include records from police forces in England, Wales, Northern Ireland, Jersey and the Isle of Man as well as the British Transport Police. Asking for this information is called making a **Subject Access Request (SAR).** The CRO was founded by the Association of Chief Police Officers, so finding out this type of information is referred to as making a SAR to ACRO. How to make a SAR to ACROYou can make a SAR in two ways:* Online, by clicking [here](https://www.acro.police.uk/Subject-access) or visiting this website <https://www.acro.police.uk/Subject-access>
* Postal, by downloading, completing and returning a subject access request form which is available from ACRO’s website <https://www.acro.police.uk/ACRO/media/ACRO-Library/Subject-Access-Request-Form-Mar-2020_1.pdf>

ACRO will require proof of your identity (Driving licence, passport or National ID card), and your address history.Subject Access Requests are free to you: there is no charge. Your result will be sent to you either by email OR to the address provided on your request form. ACRO will usually respond to your request **within one calendar month** from the date that they receive your completed application form.  |