

SOUTH AFRICAN POLICE SERVICE



SUID-AFRIKAANSE POLISIEDIENS

REQUEST FOR ACCESS TO RECORD OF THE SOUTH AFRICAN POLICE SERVICE

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000))

A. Particulars of public body

The name and postal or street address, fax number or e-mail address of the deputy information officer must be stated below.

The deputy information officer: _____

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be recorded below.
- (b) Provide an address and/or fax number to which the record must be sent.
- (c) In the case of a personal requester (ie a requester requesting access to a record which contains his or her personal information), also complete the certificate on the last page of this form in the presence of a peace officer or justice of the peace who must also complete his or her part of the certificate.
- (d) If the request is made on behalf of a personal requester, documentary proof of the capacity of the requester to make the request on behalf of another person must be attached to this form. Such documentary proof may, amongst other, be —
- (i) a general or specific power of attorney and a copy of the client's ID / passport;
 - (ii) a certified copy of the birth certificate of a minor and a certified copy of the identity document of the parent;
 - (iii) the letter of appointment as the executor of an estate issued by the Master of the High Court, together with proof of identity in the case of a request on behalf of a deceased estate;
 - (iv) where the request is made on behalf of a corporate body, a letter by an authorised person which authorizes the requester to make the request; or
 - (v) a copy of the page(s) of an insurance contract where the client have signed and where it is stated that the insurance company may act on behalf of the client.
- (e) If the person on whose behalf the request is made, has orally authorised the requester or by means of a letter to make the request on his or her behalf, the certificate at the end of paragraph C must be completed by the person on whose behalf the request is made in the presence of a peace officer or justice of the peace who must also complete his or her part of the certificate.

Full names and surname: _____

Identity number: _____

Postal address: _____

Postal code: _____

Telephone number: _____ Fax number: _____

E-mail address: _____

C. Particulars of person on whose behalf request is made

- (a) This paragraph must be completed if a request for information is made on behalf of another person.
- (b) The ***certificate** at the end of this paragraph must be completed if —
- (i) the person on whose behalf the request is made, has orally authorised the requester or by means of a letter to make the request on his or her behalf; or
 - (ii) documentary proof of capacity (see paragraph B(d)(i) to (v) above) to act on behalf of another person can not be attached or is not attached to this form.

Full names and surname: _____

Identity number: _____

Capacity in which request is made on behalf of another person: _____

***Certificate:**

I, _____, hereby authorize the requester to request access to the aforementioned record on my behalf.

My identity number is: _____

SIGNATURE OF PERSON ON WHOSE BEHALF REQUEST IS MADE

I, _____, hereby certify that I am satisfied that the person on whose
(state rank, name and surname of peace officer or justice of the peace)
behalf the request is made, is the person that signed the letter authorising the requester to submit the request on his or her behalf or is
satisfied that the person whose identity number appears on this certificate, is one and the same person that signed this certificate.

Signed on _____ (date) at _____
(place).

OFFICE STAMP

SIGNATURE OF PEACE OFFICER / JUSTICE OF THE PEACE

(ie the signature of a magistrate, judge, police official or correctional official, etc as defined in Act 51 of 1977 & Act 16 of 1963. Although the legal representative of a requester (eg an attorney or lawyer) or other person, may be regarded as a "commissioner of oath", he or she is not regarded as a Peace Officer or a Justice of Peace.)

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number, if that is known to you, to enable the record to be located.
(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

Description of record or relevant part of the record: _____

Reference number, if available: _____

Is the record is requested for:

Mark with "X"

| | |
|--------------------------|--|
| <input type="checkbox"/> | (i) The purpose of civil proceedings that has commenced (ie a court date for the civil case has been determined, or summons or other process has been issued (a notice of the intended institution of legal proceedings against the SAPS in terms of section 3(1) of the Institution of Legal Proceedings against Certain Organs of State Act, 2002 (Act No. 40 of 2002) is also included)) |
| <input type="checkbox"/> | (ii) The purpose of criminal proceedings that has commenced (ie where a criminal investigation has already started or the criminal case docket is still open) |
| <input type="checkbox"/> | (iii) Any other purpose not mentioned in (i) or (ii) |

E. Fees

- (a) A request for access to a record (excluding a record containing personal information about yourself), will be processed only after a **request fee** has been paid. The **request fee is not payable by** —
(i) a requester who requests access to a section 15 automatically available record;
(ii) a personal requester (ie a requester requesting access to a record which contains his or her personal information); or
(iii) the authorised representative (eg attorney, lawyer, insurance company, next of kin, parents of the minor child, etc) of the person whose personal information is contained in the requested record.
(b) In addition, where applicable, actual **postage fee** and an **access fee or reproduction fee** may also be payable. The access or reproduction fee depends on the form in which access is required and the reasonable time required to search for and prepare a record.
(c) You will be notified of the fees that are payable.
(d) If you are of the opinion that you qualify for exemption from the payment of any fee, please state the reason therefor.

Reason for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

| | |
|-------------------|---|
| Disability: _____ | Form in which record is required: _____ |
|-------------------|---|