

REQUEST FOR CRIMINAL RECORD

(Your name)

(Your address)

(Today's date)

(Name of Police Officer who charged you)

OR

(Name of the Prosecutor)

(The Police Station)

(The name of the Magistrates Court)

(Police Station Address)

(Court or Prosecuting Authority Address)

Dear Officer _____
(Surname of Officer or Prosecutor)

I have been charged with _____
(Charge/Charges)

I last appeared at the _____ Magistrates Court on _____
(Name of Court) (Date)

I am next due to appear in court
on _____
(Date)

I have not received a copy of the Criminal Record. Please send me a copy as soon as possible to:

(Address)

Yours faithfully,

(Your Signature)

(Your Name)