

# External request form for a witness statement



All staff should note the requirements of the Government Security Classification (GCS). The relevant principles are:

- **Principle Two:** Where it is considered that the content needs marking, it can be marked as OFFICIAL. The originator must state why they have marked it OFFICIAL and consider whether they need to provide handling conditions;
- **Principle Three:** Where there is a need to know and further security control measures are required to protect the information, the information must be clearly marked as OFFICIAL-SENSITIVE. Originators must state why it has been marked as OFFICIAL-SENSITIVE and must also apply handling conditions and network control measures.

For full details please refer to the **Information Classification Procedure**.

## Part A - To be completed by applicant

### Applicant details

Organisation:			
Address:			
Name:		Position:	Choose an item.
Job title:		Force/ID no:	
Email:			
Mobile:		And/or telephone:	

### Investigating officer details (as above? )

Name:		Position:	Choose an item.
Job title:		Force/ID no:	
Email:			
Mobile:		And/or telephone:	

### Subject details

Name:			
Date of birth:		Gender:	Choose an item.
Address			
Postcode:			
Warnings:			

## Part B – Request for statements

West Mercia Police will only consider statement requests when there is a significant reason why the OIC cannot do this themselves and any alternative methods, eg telephone statements, are not possible.

Statement type:					
Crime report no/ref:					
Offence:					
Date:		Time:		Location:	
Other useful information:					

**Please attach and send your completed request to:  
force.control@westmercia.police.uk**