Family Court Disclosure Tier Packages & Information

Process Steps

1. Choose your Package (see below).
2. Acquire Police Disclosure Order stating which package.
3. Make payment via GOV.UK Pay.
4. Email PDO, completed Annex 1, and GOV.UK receipt to SafeguardingServices@westmercia.police.uk

General Information

All requests must be relevant, reasonable and proportionate, and limited to the information that you require for the purpose that it is requested.

Only items that are currently in existence will be provided.

If information is recorded on more than one medium, only the written record will be disclosed.

In all cases PNC and Summary Reports will be provided within 5 working days. If you have selected Packages 2 or 3, the Annex 1 will need to be resubmitted within 5 days of receiving the Summary Reports, indicating the information required for specific records.

If the Annex 1 is not resubmitted within 5 working days, Safeguarding Services will continue with the process by applying a relevancy test to assess what information should be disclosed e.g. Incidents including domestic abuse, child incidents, violence, substance misuse, mental health, and sexual incidents, for the previous 2 years unless stated.

Package 2 and/or 3 can be requested at a later date and the initial £250 will be refunded.

Package 1

£250 - PNC checks for all parties plus a crime summary report.

https://www.gov.uk/payments/civil-disclosure-unit/family-court-disclosure-package-1

The summary report will list records on our crime reporting system for the previous 2 years, unless stated otherwise, including any active bail conditions, and the outcome, if appropriate, of each record.

Please note the following:

- This will include a brief summary of each incident which may identify patterns and/or frequency of behaviour.
- It may not specifically identify crimes that are related to domestic abuse, as it records how the crime is recorded using the Home Office Counting Rules e.g. if it is an assault that is domestic, it will be listed as 'Assault' only.

Package 2

£1,250 - As package 1 with the addition of accounts by relevant involved individuals, which could be in the below formats:

https://www.gov.uk/payments/civil-disclosure-unit/family-court-disclosure-package-2

- MG11 Witness Statements: Witness statements from complainant/victim or witnesses/potential witnesses.
- Achieving Best Evidence (ABE) Recordings: Vulnerable witnesses/Intimidated witnesses/Child witnesses/Significant witnesses.
- Vulnerable Witness Accounts/Information (VW1): Vulnerable/Intimidated/Significant witness initial contact log.
- MG15 Record of Interview (ROTI): If charged, this will be a written transcript of the interview, if not charged, a short descriptive note (SDN) will be provided.
- Voluntary Recorded Interview (VRI): Audio/video version of interview of accused person.
- MG5 Police Summary: Only available post charge and is a factual summary of the investigation. Includes witness & suspect accounts, description of any injuries, and details of forensic evidence.

Please note the following:

- It will not include any exhibits referred to within the statements. These will need to be requested via Package 3.
- Unless specified by the court order, searches will go back 2 years only.

Package 3

£2,250 - as package 2 with the inclusion of all other items, listed in the PDO, that may be required and are available.

https://www.gov.uk/payments/civil-disclosure-unit/family-court-disclosure-package-3

- Photographs.
- Body Worn Video (BWV).
- Pocket Notebook Entries (Photocopies).
- SAFE Logs / Initial Incident Reports (Call logs): Written recording of initial call (999 or 101).
- Crime Report: This is the complete record of the investigation. Will not necessarily include the initial call information.

Please note the following:

- Phone download data is not included in this package but may be available upon request at an additional charge.