



**SEX OFFENDERS NOTIFICATION FORM
PART 2 OF THE SEXUAL OFFENCES ACT 2003**

This form should be completed by a Police officer or other authorised person at a prescribed police station when a sex offender who has been convicted of an offence provides information to fulfil their obligations under the Act. When completed, a copy of this form should be given to the offender as an acknowledgement of their notification, as required by the Act.

SPECIFY THE TYPE OF OR REASON FOR NOTIFICATION:

- | | |
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| ☐ Initial notification after caution/conviction | ☐ Change of Address |
| ☐ Initial notification on release from Prison/Custody | ☐ Weekly NFA Notification |
| ☐ Re-notification on release from Prison/Custody | ☐ Change of name |
| ☐ Residence with under 18 | ☐ New bank details |
| ☐ Annual/Periodic Notification | ☐ New passport details |
| ☐ Notification of Additional Address | |

Reason:

NOTIFICATION DETAILS

Name (on caution/conviction/finding)			
Current Social Media /Gaming names and Aliases (Any new to be added on page 3)			
Date / place of birth			
National insurance no.		CRO No. or PNC ID No.	
Date of conviction		Court	
Offence			
Initial / Current Registered Address (If NFA location where Nominal can be contacted)			Post Code:
Telephone/Mobile/E-mail No: (not mandatory)			End date (not mandatory)

ALL Bank Acc / Debit Card / Credit Card/ Savings/ ISA/ Post Office Acc including Crypto currency				
Account Type: e.g Bank / Credit Card / Post Office Account				
Bank / Finance Institution:				
Account Number:				
Account Sort Code:				
Issuing Branch:				
Name(s) on Account				
Card Number :		From:		To:

ALL Bank Acc / Debit Card / Credit Card/ Savings/ ISA/ Post Office Acc including Crypto currency				
Account Type: e.g Bank / Credit Card / Post Office Account				
Bank / Finance Institution:				
Account Number:				
Account Sort Code:				
Issuing Branch:				
Name(s) on Account				
Card Number :		From:		To:

ALL Bank Acc / Debit Card / Credit Card/ Savings/ ISA/ Post Office Acc including Crypto currency				
Account Type: e.g Bank / Credit Card / Post Office Account				
Bank / Finance Institution:				
Account Number:				
Account Sort Code:				
Issuing Branch:				
Name(s) on Account				
Card Number :		From:		To:

ALL Bank Acc / Debit Card / Credit Card/ Savings/ ISA/ Post Office Acc including Crypto currency				
Account Type: e.g Bank / Credit Card / Post Office Account				
Bank / Finance Institution:				
Account Number:				
Account Sort Code:				
Issuing Branch:				
Name(s) on Account				
Card Number :		From:		To:

To note: The name of any joint account holder(s) is not required

Official Sensitive (when completed)

CHANGES TO EXISTING NOTIFICATION DETAILS			
New name		Date Effective From:	
New Social Media /Gaming name /Aliases		Date Effective From:	
New home address		Post Code:	
Is this new address permanent or temporary?			
Date effective from/to	From:	To:	
Telephone/Mobile/E-mail No: (not mandatory)		Start / End Date (not mandatory)	

Additional Address: temporary or other address at which the offender has stayed or resided for a period of 7 days (continuously or 2 or more periods in any 12 month period):	Detail:		
Date effective from/to	From:	To:	
Address: Residence or stay with a child for at least 12 hours or more in one period:	Detail:		
Date effective from/to	From:	To:	
Details of Child / Children i.e. name / DOB / relationship			
Is this notification made in advance of the change?	YES/NO		

For advance notifications, if the change takes place more than 2 days before the anticipated date, the police must be informed. If an advance notification is made and the change has not taken place 3 days after the anticipated date, the police must be informed within 6 days of the anticipated change.

PASSPORT DETAILS	
Passport Number :	
Valid From :	Expiry Date :
Name and DOB as it appears in the passport	
Description of identity or other document (where a passport is not held e.g Driving Licence)	
Identity Document reference number (if any) and name as it appears on the document (where a UK passport is not held e.g driving licence number)	
Valid From :	Expiry Date :

CURRENT VEHICLE / VEHICLES (Not mandatory)	
Make/Model	
Registration/Index Number	
Colour	

MONITORING	
Offender Informed that his/her movements may be monitored including any vehicle used	☐ YES ☐ NO

PHOTOGRAPH / FINGERPRINTS / DNA			
The Sexual Offences Act 2003 gives the police power to take fingerprints from and/or photograph all registered sex offenders when making a notification at a Police Station for identification purposes.			
Photograph taken	YES/NO	Fingerprints	YES/NO
Passport	YES/NO	If yes, Issuing Authority	

OFFICER COMPLETING THE NOTIFICATION FORM			
I hereby acknowledge notification of the information set out above:			
Date & Time		Signature	
Station		Officer name & Collar number	

OFFENDERS SIGNATURE			
Name		Signature	
Date			

There is no legal requirement on the offender to sign this form. Refusal or failure to sign will not invalidate this form.

SEX OFFENDERS NOTIFICATION FORM (Part 2)

This form should be completed by a police officer or other authorised person at a police station when a relevant offender who has been cautioned or convicted of an offence, or found not guilty by reason of insanity or to be under a disability and to have done the act charged, provides information to fulfil his or her obligations under Sexual Offences Act 2003 (the 2003 Act). (The requirements of notification are explained below). When completed, a copy of this form will be given to the offender as an acknowledgement of his notification, as required by the 2003 Act)

A person required by the 2003 Act to register with the police is required by law to:

- i. Notify the police within 3 days of the caution, conviction or finding (or, if he is in custody or otherwise detained, 3 days from his release) of his name, his date of birth and his home address at the time of his conviction, caution or finding. (Section 83)

In addition, he/she is also required to notify the police of his/her current name, including any aliases he/she uses, and his/her sole or main residence in the United Kingdom or, if he/she has no such residence, any premises in the United Kingdom at which he/she can be found, if either are different from the name and address at the time of conviction.

- ii. Submit on initial notification, notification of any changes to registered details and periodic notification to having his/her fingerprints and photograph taken. (Section 87(4))
- iii. Notify the police of any changes to the name and address he/she has registered within 3 days of the date of any change, including release from prison for subsequent offences. (Section 84)
- iv. Notify the police of any address where he resides or stays for 7 days or longer. This means either 7 days at a time, or a total of 7 days in any 12-month period. (Section 84)
- v. Notify the police no less than 7 days in advance of any intended period of foreign travel, with such information as required by the Act. (Section 86) Use separate Form 3317.
- vi. Notify the police weekly where registered as 'no fixed abode'
- vii. Notify the Police if you have resided or stayed for at least 12 hours at a household or other private place where an under 18 year old resides or stays with or without an adult. It is not cumulative but the fact that they may physically leave the property for short periods of time during their stay does not mean that that stay or period of residence ends. **[NB. This must be done within three days of you having resided or stayed at such a different household or place.]**
- viii. Notify police of passport, credit card and bank account details and certain information contained in a passport or other form of identification held by the relevant offender on each notification. **[NB. This must be done within three days of any change or renewal or document.]**
- ix. Notify the police of any changes to financial and passport details within 3 days of any change.
- x. All offenders have to notify their National Insurance Number on each notification. (Section 83(5))
- xi. All offenders must re-confirm their details every year. (Section 85)

An offender can only give this notification by attending a police station prescribed for the purpose by regulations. (The regulations will be periodically updated when the addresses of police stations change).

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Offenders should be asked when initially notifying the police whether there are any addresses, such as any described in (iv), which they regularly visit and told that they are required to notify them if they begin to visit other addresses.

Offenders should be reminded when initially notifying the police of their names and addresses that they are also required to notify any plans to leave the United Kingdom for any periods. (A separate form (Form 3317) is available for recording this information)

New name and address: For advance notification if the change takes place more than two days before the anticipated date, the police must be informed. If an advance notification is made and the change has not taken place within three days beginning with the anticipated date, the police must be informed within six days of the anticipated date.

A person failing to comply with the requirements of the SOA 2003, a summary of which is set out above, without reasonable excuse, or who provides the police with information which is known to be false could be sent to prison for up to five years.

PRESCRIBED STATIONS WITHIN STAFFORDSHIRE FOR PURPOSES OF REGISTERING UNDER THE PROVISIONS OF THE SEXUAL OFFENCES ACT 2003

ALL REGISTRATIONS INCLUDING TRAVEL ABROAD MUST BE MADE AT ONE OF THE BELOW POLICE STATIONS.

REGISTRATIONS AT ANY OTHER POLICE STATIONS WILL NOT BE ACCEPTED.

Cannock Police Station Wolverhampton Road CANNOCK WS11 1AH MON- FRI – 0900-1700	Burton Police Station Horninglow Street BURTON DE14 1PA MON- FRI – 0900-1700	Longton Police Station Sutherland Road LONGTON ST3 1HH MON- FRI – 0900-1700
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Out of Hours :
If it is necessary to attend a prescribed police station out of hours then you must go to one of the stations named above.
On arrival at the police station; press the call button on the external intercom; this will connect you to the Force control room.
Inform the call taker that you are attending under a legal requirement to register and you need someone to attend to complete this registration.
A police representative should be dispatched to attend and assist you in completing the registration as required.
If you are told that there is no one available, then you must request an incident number as proof of your attendance and then you must return at the earliest possible date to complete your registration as required during office hours.
If you are unable to attend in office hours you will need to repeat a visit out of hours and follow the guidance above.

ALL STATIONS CAN BE CONTACTED BY DIALLING 101