



Request for a notification form

If you have determined that notification is required, you can complete the form. Post the form to us, fax it (01625 545748) or email the information and a draft notification form **will be sent to you for further action**. Alternatively, you can complete the notification form online by visiting our website at www.ico.gov.uk. The form should then be printed out and sent to us with the appropriate fee.

Data controller name: Please see overleaf for guidance.	
Data controller address: If a limited company or a public limited company, this should be the registered office address. Please include your postcode.	
Company registration number: (Optional)	
Contact name and job title:	
Contact address: Please include your postcode.	
Contact telephone number:	
Contact fax number:	
Contact email address:	
Nature of business: Eg doctor, accountant, etc. Please note that it is essential to indicate the nature of your business so that the correct information can be sent to you.	
Signature	Date
	Telephone number
Name and job title	

Please do not send any payment with this form.

Advice about any aspect of notification can be obtained by writing to the address below or by calling the notification helpline on 01625 545740.

Please return to: Notification Department (Notification Requests), Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or email: notification@ico.gsi.gov.uk or fax: 01625 545748.