

Firearms Medical Report Consent Form

You have requested a review of your medical records to support your application for a firearm or shotgun certificate. To complete this review we will need to make a Subject Access Request to your GP Surgery requesting a copy of your records and will need your permission to undertake this and your formal permission to hold and review your records.

What we need

We are entitled to make a third-party request to your surgery under the General Data Protection Regulations. Your practice is required to respond to this request within 40 days of receiving it. We are required to review the last 10 years of records for a renewal and a full set of records for an initial grant, except in Wales where every application requires a review of a full set of notes. These records should be complete and in addition to the computer-based records include handwritten records and other correspondence for the time period requested. A summary print out is insufficient for this review.

Why we need your records

The Police have asked that we conduct a review of your records checking that:

- There are no records of Acute Stress Reaction
- There are no records of Suicidal Thoughts or Self Harm or Harm to Others
- There are no records of Dementia
- There are no records of Mania, Bipolar Disorder, Psychotic Illness or a Personality Disorder
- There are no records of any Neurological Conditions
- There are no records of any Alcohol or Drug Abuse
- There is no formal diagnosis of Depression
- There is no reference to any other mental or physical condition that in my opinion is relevant

What we will do with your records

On receipt of your records we will check page numbers and date sequences and document any gaps in your records. A review will then be conducted against the above criteria. Should any entries fitting the above list be found they will be included in the report. If this happens you can expect that your Firearms Officer will contact you and interview you as part of the process for issuing your certificate. I am only conducting a review of your records to support a factual report relating to the above list and cannot make any recommendation about your suitability to hold a firearms licence to the Police. Only the Police can make a decision to issue your certificate.

How we will dispose of your records

We will retain your records until you inform us that your application has been completed or for six months, whichever event occurs first. We will normally dispose of them through an official confidential waste service. Electronic records will be deleted. We will retain the contact and application form, the consent form and the report sent to the police. By signing below you are consenting to the processes and actions outlined above.

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We require the signature to be a written signature.

Name		Signature		Date	
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