

KNOWN PERSONS DECLARATION FORM

Name :
Job title:
Work location / service:
Line manager:

The following person(s) is/are known to me (if you know more than one person please complete a separate form for each person you know):

Name:	
Prison number (if known):	

Briefly outline how the person is known to you. Please include as much information as possible in order to ensure that we can safeguard you and all parties against any risks. Examples of useful information might include whether you know the person as a former school friend, personal or family friend, family member, neighbour, work colleague, met on holiday, or whether you have been in any kind of brief or longer term relationship.

Have you submitted an IR form?	Yes / No
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If yes, please state the name of the person to whom you have submitted the form, and provide their email address.

Name	
Date	
Email address	

What to do next

Please give this form to your line manager. You can do so on by hand in paper form, or if it is available to you, preferably email using a CJSM account, or encrypt the file before attaching to an email if using the prisonadvice email. Alternatively you can ask your manager to complete the form with you. Please ensure you receive a written & dated acknowledgement of receipt, and retain a copy and keep it securely.

Signature:	
Date:	

FOR LINE MANAGER'S USE

Have you formally acknowledged receipt?	
Has an IR form been submitted?	
Have you consulted your Head of Service	
Please note any further advice/guidance or actions taken	