

Prisons application form

Please fill in the form below and send it to us.

Your personal details

Surname:

Title (Mr, Mrs, Ms, Miss):

First name:

Prison number:

Date of birth: / /

Please give the name of the prison and the wing where you are held, or your home address if you have been released.

Please give details of any special needs we need to bear in mind when we are dealing with your complaint or communicating with you.

If you are still in prison, what is your release date?

 / /

Your complaint (Continue on another sheet of paper if necessary.)

Which prison were you in when the matter you are complaining about happened?

Have the Prison Service considered your complaint? Yes No

Have you appealed to the Prison Service? Yes No

If 'Yes', please send us a copy of their reply. If you have not received a reply, it is unlikely that we will be able to investigate your complaint.

If your complaint is about lost or damaged property, please send us a full description of the items, information about when and where they were bought, and any receipts.

If your complaint is about an adjudication please give the charge number.

Charge number:

Date: / /

What is your complaint about?

When did it happen?

/

/

What do you think should be done to put things right?