Supplement to an access request – record of receipt and delivery

Instructions: Complete the fields, remove irrelevant sections and submit this yourself through a suitable secure channel. This supplement is an access request, not an appeal preserving another deadline. If a deadline is approaching, submit any appeal separately using the information available. Downloading sends nothing.

To: [unit holding or handling the document]
From: [name / representative]
Case / prisoner reference, if known: [reference]
Original access request: [date, if applicable]
Date: [date]
Document or case concerned: [title, decision date, document reference]
Period: [from–to]

I request access to retained records showing when the letter/decision identified above was actually dispatched, received, handled and delivered. The reason is [briefly explain uncertainty or delay without asserting its cause or intent]. This supplements any broader access request and does not narrow its scope.

1. Times and supporting records

For each stage below, please provide the recorded date and time, where available, the source/system of the information, the relevant document reference, and the responsible unit/role:

- Dating and signing of the decision, and any subsequent correction or new version.
- Dispatch from the deciding authority, including the channel and recipient address/unit used.
- Receipt by the prison or any intermediate unit, receipt by the mail office, and registration.
- Internal forwarding, allocation to a department, and any recorded attempts at delivery.
- Notification to me or my representative, including channel and recorded status. Identify the notification relied on for any deadline calculation.
- Actual handover on paper or availability through an agreed digital channel, including any acknowledgement of receipt.
- Any recorded return, incorrect address, missing attachment or other delivery failure.

Please provide relevant registry entries, recorded events, forwarding records, messages, retained envelope/mail records, receipts and other retained material supporting these times, to the extent access may be granted. If individual names must be withheld, please assess whether the unit, role and remaining relevant information can be disclosed separately.

I am not asking for new event logs to be constructed. If a time was not recorded, please say so and distinguish any account based on later recollection from contemporaneous records. Please identify the archives/systems searched and any material held by another authority.

2. Completeness and discrepancies

Where documented, identify the attachments included at each forwarding stage and when the documents were delivered to me. Preserve the links between the main document, attachments and versions. If a delay or error was recorded, please provide the retained incident description, relevant explanations and any follow-up.

3. Deadline and urgency

Deadline stated to me: [date and time if relevant, source]
Date I actually received the document: [date and time if known / uncertain]
What is urgent: [description]

Please promptly clarify which recorded notification and legal basis the deadline calculation relies on. This request does not assume that any deadline has been extended. If I also need to appeal, I will do so separately.

4. Delivery and handling

Please assess the request under the access rules applicable to the documents and my personal information. For any refusal, please identify the specific legal basis, assess partial access and provide the applicable appeal instructions. Withholding some information should not automatically prevent access to the rest.

Please provide readable electronic copies through [agreed secure channel], preferably searchable PDF where available. If electronic delivery is not possible, please provide paper or another accessible alternative. Confirm receipt, identify any clarification needed and disclose available parts progressively.

Yours sincerely,
[name / signature if required]