# Notes for completing form WA170

*Section 1.* A separate form WA170 must be completed for each individual about whom information is required.

*Section 2.* Details of the offence, which is being investigated, must be entered here.

*Section 3.* Reasons why the information being requested is necessary for the investigation must be entered here. Due to the sensitivity of an investigation it may not always be possible for these details to be given. In these circumstances form WA170 must be authorised by a Superintendent or above.

*Section 4.* The officer requesting the information must sign the form and also state their rank, the date and their name in block capitals.

*Section 5 .* If section 3 has been completed then the form must be signed by an Inspector or above. If section 3

has been left blank (see paragraph 3.1) then the form must be signed by a Superintendent or above.