

OFFICIAL – SENSITIVE

**APPLICATION FOR A RETROSPECTIVE INJURY ON DUTY  
AWARD (Regulation 10/11)**

Name: \_\_\_\_\_ Former Service Number \_\_\_\_\_

Former Rank \_\_\_\_\_ National Insurance Number: \_\_\_\_\_

Service: (Please Circle) RUC RUC Full-Time Reserve RUC Part-Time Reserve  
PSNI PSNI Full-Time Reserve PSNI Part-Time Reserve

Date of Birth \_\_\_\_\_

Date of Joining Service \_\_\_\_\_

Date of Leaving Service \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

*(i.e. Retirement, Dismissal, Resignation etc)*

**PROOF OF IDENTITY**

In accordance with data protection legislation, in order to establish your identity you must submit a copy of **one** document from **each** of the following categories with your application:

(a) **Confirmation of name:**  
Full current driving licence\*; current signed passport; birth certificate

(b) **Confirmation of address:**  
Full Driving Licence\*; utility bill, bank/building society/credit union statement issued within the last three months, mortgage statement from a recognised lender issued within the last full year, benefits agency letter issued within the last three months, NHS Medical Card, HMRC self-assessment letters/tax demands dated within the current financial year.

\* Full driving licence being photographic card and paper counterpart. If both parts are jointly submitted then parts (a) and (b) above will be satisfied. Please note a provisional licence will not be sufficient in this instance.

<b>I am providing the following types of identification:</b>			
(a)		(b)	

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**Q1 Please give full and comprehensive details of all the medical condition(s) and/or injuries that you are currently suffering from and which you believe was/were sustained as a result of injury received in the execution of your duties as a police officer. Please use a continuation sheet if necessary.**

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**Q2 Please describe (including dates, locations, other connected parties and any other relevant information) any incidents during your police career that you feel have caused your current condition(s):**

*Please answer this question by using the table attached to the end of this application form, marked 'Appendix A.' Please list any/all casual incidents which you believe have caused and/or contributed to your current condition(s). If possible, and to further support your application, you should provide a copy of any documentary evidence you hold, which demonstrates your involvement in the incidents you would like the Board to consider. This could include, but is not limited to, signed statements from former colleagues who can verify and/or were involved in the incident(s) you have listed, police notebooks or journal entries, newspaper cuttings etc. You should forward any other information not listed, but which you consider relevant, that you would like the Board to consider in support of your application.*

*Please note that if you are applying for a Regulation 11 Award, pursuant to the Regulations, the incidents must be dated within 12 months of you becoming totally disabled.*

**Q3. Please give the name and address of your current/former GP together with any other current/former doctors, consultants and/or therapists who have treated you for the above noted medical problems. (Please also review and complete separate Medical Report Disclosure Form (MED-DISC Form).**

NAME	ADDRESS

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**Q4. Have you been employed since you left the RUC/PSNI? YES/NO**

*If you answered yes please provide details of your most recent employment:*

**Company Name and Address:**

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**Are you currently employed in this position?** \_\_\_\_\_

**What position did/do you hold?** \_\_\_\_\_

**What date did you start work?** \_\_\_\_\_

**Please describe the type of duties you performed:**

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**Date you left this job (if applicable):** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

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**Q5 Have you had any other employment since leaving the RUC/PSNI? YES/NO**

*If you answered yes please provide details of the dates you were employed, your employer(s) name and address and a brief description of your duties for each role:*

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**Q6** Please provide any other information which you believe is relevant (this might include but is not limited to details of any state benefits you receive due to your medical condition(s) and/or assessments you have had in relation to these conditions. Please use a continuation sheet if necessary.

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**DETAILS OF APPOINTED REPRESENTATIVE**

*Please complete this section only if you wish to appoint a representative to act on your behalf in respect of your application. If you chose to appoint a representative to act on your behalf all future correspondence and updates in respect of your case will be provided thereafter to your appointed representative.*

- I authorise \_\_\_\_\_ to act as my appointed representative in this, my application for a Retrospective Injury on Duty Award.
- I hereby acknowledge that any future correspondence regarding my application (to include medical documents and/or reports) will be forwarded to my appointed representative.
- I further acknowledge that any correspondence forwarded to my appointed representative will be deemed to have been sent to me.
- I authorise my appointed representative to act as the sole point of contact with the Board and acknowledge that the Board will communicate with me directly through my appointed representative.

**PLEASE COMPLETE THE FOLLOWING IN BLOCK CAPITALS**

**Full Name of Appointed Representative:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Position/Relationship to the Applicant:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**E-mail address:**<sup>1</sup> \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<sup>1</sup> Please be advised that due to data protection measures the Board will not substantively communicate with you and/or your appointed representative by way of email. Email correspondence will be limited to preliminary updates, with no sensitive and/or personal information being shared via this medium.

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<b>APPLICANT DECLARATION</b>
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- I confirm that the information I have provided in this application form is correct and truthful to the best of my knowledge and belief.
- I understand that if the information I have supplied is inaccurate or misleading then this might affect the progress of my application.
- I acknowledge and agree that my application will be processed in accordance with the Northern Ireland's Policing Board's policies and procedures together with all relevant legislation, regulations and statutory provisions.
- I understand that information collected during the course of this application can be retained for the purposes of this application as well as any subsequent and related reassessment, reconsideration or appeal.
- I confirm I have read and understood the Board's Privacy Notice and signed the relevant **Applicant Declaration (APP-DEC)** and returned this to the Board for their records.
- I confirm that I have read and understood the Board's Medical Report Disclosure Form and signed the relevant **Medical Report Disclosure Declaration (MED-DISC)** and returned this to the Board for their records.
- I understand that all personal information held by the Board is processed in accordance with current data protection legislation.

<b>Signed</b>	
<b>Date</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone Number</b>	
<b>Email address</b>	

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*It is essential that you inform this office immediately if you change your address.*

Please return your fully completed application form to;

**NIPB Police Administration Branch  
Floor 4, Waterside Tower  
31 Clarendon Road  
BELFAST  
BT1 3BG**



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**Appendix A**

*Please provide information in relation to all incidents during your police career that you feel have substantially contributed to your current condition(s). Please include as much detail as possible regarding each incident – particularly dates and locations. Please use a continuation sheet if necessary.*

*Please remember to forward any documentary evidence you have retained in relation to your involvement in the listed incidents.*

Date and Location of Incident	Brief details of Incident	Injuries you Sustained	Other officers who were at the scene

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Appendix A (Continued)**

Date and Location of Incident	Brief details of Incident	Injuries you Sustained	Other officers who were at the scene

<b>Signed:</b> _____ <b>Date:</b> _____
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