

# Easy Read Form



## Application form

### What is the CCRC?

The CCRC looks into cases where someone thinks they were wrongly convicted, or that their sentence was wrong.

Fill in this form if you think you were wrongly convicted and we can look into it for you.

If we think there is something wrong with a conviction or a sentence we can send the case to the appeal court where it will be heard as an appeal.



It **costs nothing** to make an application to the CCRC



You **do not** need a solicitor to apply to us



Your sentence **cannot** be increased if you apply

**If you want us to look at your conviction or sentence please fill in this form as much as you can.**

For office use only – date stamp

**CCRC**  
Criminal • Cases • Review • Commission

For office use only – reference number



**When you have filled in this form,  
please send it to us at:**  
Criminal Cases Review Commission  
5 St Philip's Place  
Birmingham  
B3 2PW

**Do not worry if you do not know the  
answers to some of the questions.  
Please contact us if there is anything  
that you do not understand.**



**CCRC phone number: 0121 233 1473**

**CCRC Email address: [info@ccrc.gov.uk](mailto:info@ccrc.gov.uk)**

In this form we will ask you for information about  
you and your case.

**Do not worry if you do not know this  
information.**



The details below might help you answer some of  
the questions that we ask.

**Prison number** – A prison number is given to you  
when you arrive at the prison. A prison number  
looks something like this **A1234BC**

**Crown Court number** – A Crown Court number  
can be found on letters and transcripts. It will look  
something like this **T20081234**

**Appeal number** – An appeal number can be  
found on letters and transcripts from the Court of  
Appeal. It will look something like this **20109876**



## What we need to know about you

What is your first name?.....

What is your last name?.....

What is your date of birth?.....

Please tick ☒ to show which title you would prefer

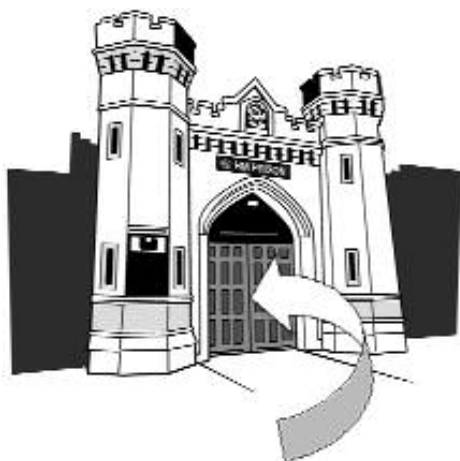
Mr ☐

Ms ☐

Miss ☐

Mrs ☐

Other



Are you in prison?

Yes.....

No.....



If yes, what is your prison number?

.....

What is the name of the prison you are in?

.....



Do you know your release date?

Yes.....



No.....



If yes when are you due to be released?

.....



If you are not in prison what is your address?

.....

.....

.....



What is your telephone number?

.....



What is your e-mail address?

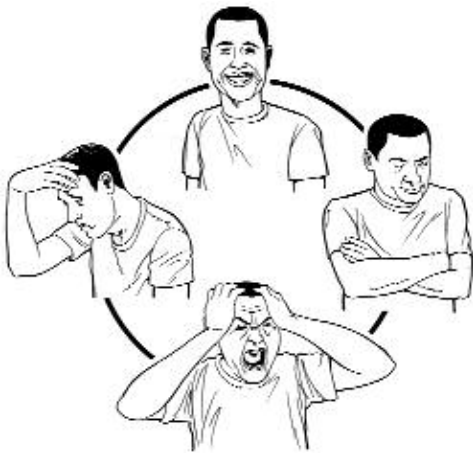
.....



Have you applied to us before?

Yes.....

No.....



Is there any special support  
that you need?

.....

.....

.....

.....



Can you tell us about your case in  
English?

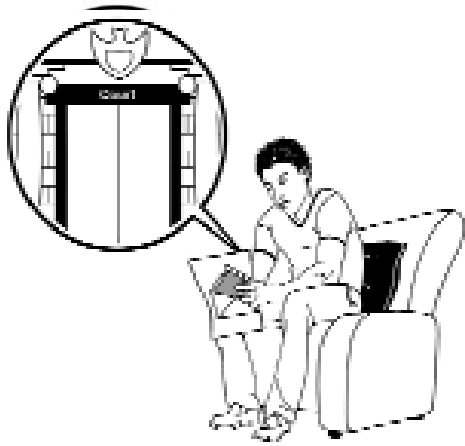
Yes.....

No.....



If no, what language?

.....



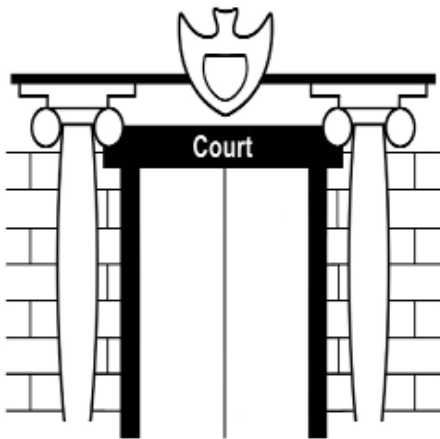
## What we need to know about the case you want us to review

What was the name of the court where you were convicted?

.....

If you were convicted at a Crown Court which Magistrates Court sent you there?

.....



Please put a tick in the box which shows the type of court where you were convicted



Crown Court

☐

Magistrates' Court

☐

What is your Crown Court number or case number?

.....

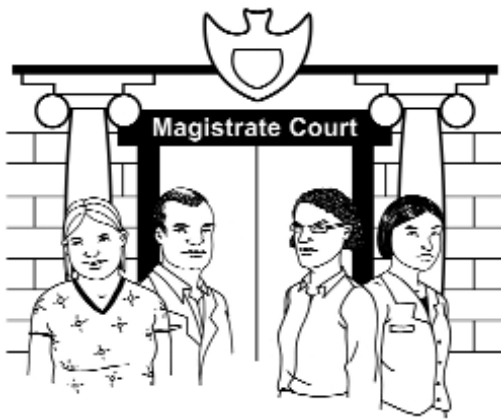


What date were you convicted?

.....

What date were you sentenced?

.....

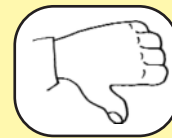


If you were convicted with other people  
do you know their names?

Yes.....



No.....



Please write the names of the people you  
were convicted with, if you know them.

.....

.....



Which police force dealt with your case?

.....



## Details of any convictions and sentences you want us to look at

At court did you say you were guilty or not guilty?

.....



What crimes were you found guilty of?

***For example: Theft***

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Would you like us to look at your conviction?

Yes.....

No.....



What sentence were you given at court?

.....





If you were sent to prison how long was your sentence?

***For example: 18 months***

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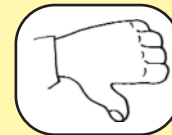
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Would you like us to look at your sentence?

Yes.....

No.....

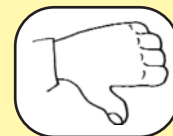


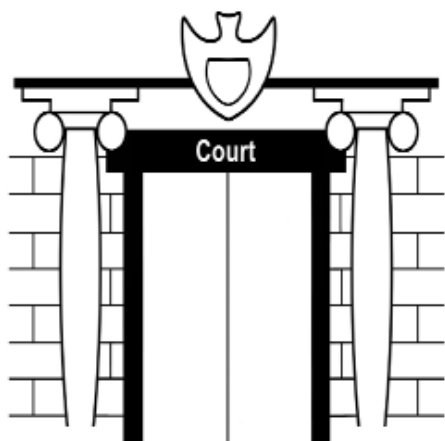
## Your appeal history

Have you tried to appeal?

Yes.....

No.....





Was your appeal heard at a court?

Yes.....



No.....



If yes, please put a tick ☒ in the box which shows the type of court where your appeal was heard.

Court of Appeal

☐

Crown Court

☐

County Court

☐

Write your appeal number here if you know it.

.....

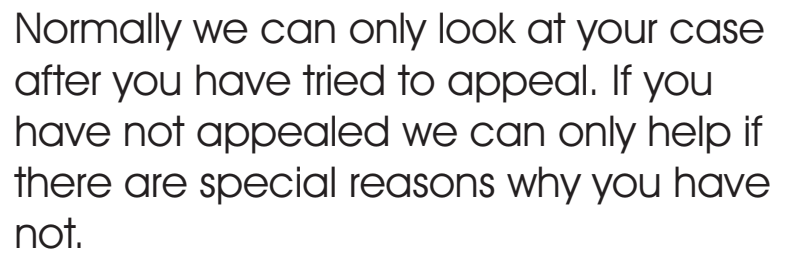
Please tick ☒ to show if you got permission to appeal against

Your conviction

☐

Your sentence

☐

[illegible]

## Why you think your conviction is unsafe or your sentence is wrong?

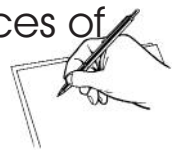
For us to send your case to the appeal court we usually have to show them something new which will make them think in a different way about your case.

It normally needs to be something that has not been heard by a court before.



Tell us what you think went wrong with your case and what is new.

You can keep going on separate pieces of paper if you need to.

[illegible]



## Information about your solicitor or anyone else who is helping you.

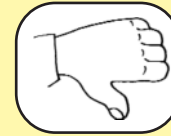
We can only talk about your case with you or someone you choose to help you with your application to us.

Do you have a solicitor to help you with this application?

Yes.....



No.....



If yes, what is your solicitor's name?

.....

Address

.....

.....



If you do not have a solicitor you can give us the name of a relative, friend or supporter who will help you.

What is the name of the person who is helping you?

.....

What is the address of the person who is helping you?

.....

.....

.....



What is their telephone number?

Is the person who is helping you a

solicitor ☐ relative ☐ friend ☐ supporter ☐





Please tell us about any other solicitors who may have papers about your case.

Solicitor's name

.....



Address

.....

.....

.....



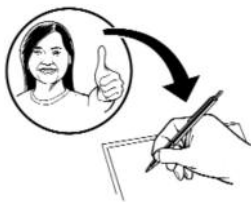
Solicitor's phone number

.....

## Your signature

I want the Criminal Cases Review Commission to look at my case.

I understand that the information I have given in this form will be used to help the Commission look at my case.



Signature

.....



Date

.....

# Monitoring Form – Part 1



**We use this part of the form to make sure that we are treating everyone equally and fairly.**

You do not have to fill in this part of the form if you do not want to.

The people who will review your application will not see this part of the form.

**What is your date of birth?**

.....



**Please use ticks in this part of the form**



**Are you male or female?**

Male

☐

Female

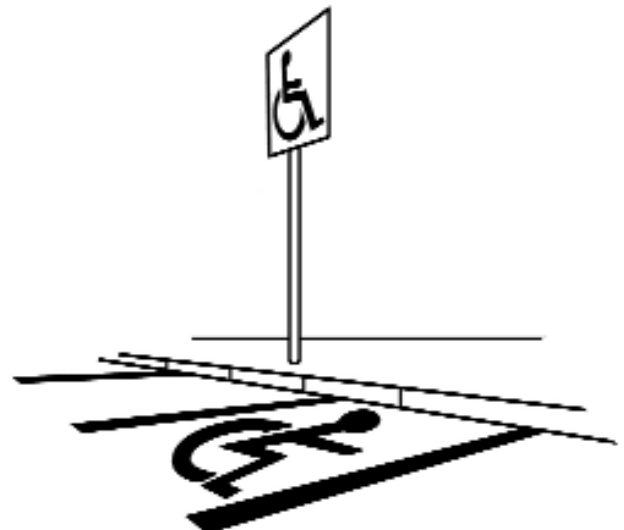
☐

**Do you have a disability?**

Yes

☐

No

☐

# Monitoring Form – Part 2

## Ethnic Background



### Are you Asian or Asian British?

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Other ☐

### Are you White?

British ☐ Irish ☐ Other ☐

### Are you Black African, Black Caribbean or Black British?

Caribbean ☐ African ☐ Other ☐

### Are you Mixed?

White and Black Caribbean ☐ White and Black African ☐  
White and Asian ☐ Other ☐

### Other ethnic group

Arab ☐ Other ☐

Are you a Foreign National? Yes ☐ No ☐