



Guide to apply for access to case files and records

There can be two reasons for applying for access to documents. It may be in connection with an upcoming court case or it may be because you want to know what information the police have about you. The principle is the same, but the wording of the application will be slightly different. (See document with templates for applying for access to documents)

What do the police know about me?

If you are unsure how many or which cases the police are handling against you, you have the opportunity to seek insight into what information the police are processing about you. You do this by writing an email to the local police department where you have been charged, or who you think could store information about you. You can find their email on the police's website.

<https://politi.dk/kontakt-politiet/kontakt-politikreds> (Copenhagen police can be contacted via: kbh@politi.dk)

We recommend that you be clear that you want ALL the information the police have on you. Note that you may get an overwhelming amount of documents and that not all of them are necessarily active cases against you. If you need help finding your way around all of these documents, please contact us and we can try to look at it together.

Remember that the police must find the information they have about you. That is, you have to



identify with your CPR number (If you want to show solidarity with your queer friends, you can try to state your full name, address and date of birth – however, you may risk that they will continue to ask for your full CPR number in order to be able to continue) Remember, if you want to apply for access to documents in a specific case that concerns you, it can help to get case file number by the police. This can also be requested via email.

I'm going to court

When you apply for access to documents because you are going to court, you are seeking more specific than all information. You write an email to the local police district where you are going to court. You can find their email on the police's website: <https://politi.dk/kontakt-politiet/kontakt-politikreds>

We have templates for what to write in the mail to the police on our webpage

We recommend that you be clear about when your court date is (especially if there are less than 2 months left). You must state your legal number As you will find in the upper right corner of your summons to the court and simply apply for access to documents in the case. When you have received your summons to court, then the investigation should be complete and as a starting point you will receive everything that the police will take to court (however, we cannot guarantee it).

Remember that the police must find the information they have about you. That is, you have to identify with your CPR number (If you want to show solidarity with your queer friends, you can try to state your full name, address and date of birth – however, you may risk that they will continue to ask for your full CPR number in order to be able to continue) Remember, if you want to apply for access to documents in a specific case that concerns you, it can help to get case file number by the police. This can also be requested via email.