

Date: 04/11/2025  
Our ref: 01/FOI/25/015649/B

**FREEDOM OF INFORMATION REQUEST REFERENCE NO: 01/FOI/25/015649/B**

I write in connection with your request for information dated 13/10/2025, received by Greater Manchester Police (GMP) for the following information:

*I am conducting research into how police forces manage notifications of foreign travel by persons subject to the notification requirements of the Sexual Offences Act 2003.*

*Please could you provide the following information covering the period 1 January 2018 to present:*

1. *Copies of any forms, templates, or documents used when a person subject to the notification requirements informs the force of an intention to travel abroad. (If no such form or document is used, please confirm this explicitly.)*
2. *Copies of any internal guidance, standard operating procedures, or policy documents that set out how such notifications should be handled or recorded.*
3. *Any guidance or policy relating to reasonable adjustments or accessibility for individuals who are blind or otherwise disabled when such notifications are taken or forms are completed.*
4. *Confirmation of which staff roles are authorised to take or record such notifications (e.g., front-counter staff, civilian employees, or police officers).*

**Result of Searches**

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate information relevant to your request. I can confirm that some of the information you have requested is held by GMP.

1. Please see the relevant form attached.
2. There is no specific GMP policy for this. The Sex Offender Notification Requirements are written in law.
3. There is no specific GMP policy for this. Sex Offender Management Unit Offender Managers who have an awareness of any Registered Sex Offenders who may need reasonable adjustments, are able to provide specific guidance or assistance when applicable.
4. Staff that routinely work at the front desk of the designated Police Stations, such as Enquiry Counter Officers and/or Police Officers.

**Record of foreign travel notification by a  
registered sex offender for police records  
Official Sensitive when complete**



This form comprises of three sections.

The information requested in the first section MUST be provided by the offender in all cases where such information is available. Foreign travel notifications must be made 7 days before the anticipated date of departure where the information is held by the offender. Where the information is not known 7 days before departure, the offender must give the foreign travel notification at least 12 hours before departure. The information which must be notified includes the departure date, the destination country (or first country if there is more than one) and such other information (where it is known to the offender) prescribed in legislation. The offender should be warned that if it later becomes clear that he/she was in possession of any of the specified information and did not provide it 12 or more hours prior to departure, he/she will be liable to be prosecuted. An offender who fails to comply with the requirements set out above without reasonable excuse, or who provides the police with information which he or she knows to be false, could be sent to prison for up to 5 years.

The offender may be asked to provide the information in the second section, but he/she is not obliged to provide it.

**SECTION ONE**

Date & Time Attended

Name(s) (as currently notified)

Home Address (as currently notified)

Date of Birth

Passport No.

Date and point of departure from the UK

Point

Destination country (or first country if more than one)

Point of arrival (i.e Airport, seaport or hotel if travelling by car)

Any other countries to be visited in addition to the initial destination country

Dates on which he/she intends to stay in any country being visited

The carrier (i.e TUI, easyJet, coach company etc)

Details of accommodation (for first night outside of UK)

Does the subject know when they will be returning

Date of re-entry to the United Kingdom – If not known on return to UK regulations require person to RE NOTIFY at Police station with in 3

Point of arrival on return to the United Kingdom

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**SECTION TWO**

The following information does not have to be provided but, if provided, it should be noted here.

Purpose of visit

Are you subject to any licence condition or order that prevents you from leaving the UK or visiting a particular country?

Mode of travel to departure point

Booking reference number/booking agent

The names of anyone travelling with you and your relationship with them

People you are staying with in foreign country and details of any children

Departing Flight No

Departing Connecting Flight No.

Arrival Flight No.

Arrival Connecting Flight No.

**SECTION THREE**

This section is administrative information to be completed by the police officer or other authorised person at a police station.

Date of notification of travel

Date of notification of return - must be within 3 days of return

Date and location where first notification of this trip was made (if applicable)

**SIGNATURES**

Offender's signature

Officer/Staff Electronic signature:

Officer Details

Pin:

Rank:

Station:

A COPY OF THIS FORM SHOULD BE GIVEN TO THE OFFENDER.

## SEX OFFENDERS NOTIFICATION FORM (Part 2)

who has been cautioned or convicted of an offence, or found not guilty by reason of insanity or to be under a disability and to have done the act charged, provides information to fulfil his or her obligations under Sexual Offences Act 2003 (the 2003 Act). (The requirements of notification are explained below). When completed, a copy of this form will be given to the offender as an acknowledgement of his notification, as required by the 2003 Act)

A person required by the 2003 Act to register with the police is required by law to:

- i. Notify the police within 3 days of the caution, conviction or finding (or, if he is in custody or otherwise detained, 3 days from his release) of his name, his date of birth and his home address at the time of his conviction, caution or finding. (Section 83)

In addition, he/she is also required to notify the police of his/her current name, including any aliases he/she uses, and his/her sole or main residence in the United Kingdom or, if he/she has no such residence, any premises in the United Kingdom at which he/she can be found, if either are different from the name and address at the time of conviction.

- ii. Submit on initial notification, notification of any changes to registered details and periodic notification to having his/her fingerprints and photograph taken. (Section 87(4))
- iii. Notify the police of any changes to the name and address he/she has registered within 3 days of the date of any change, including release from prison for subsequent offences. (Section 84)
- iv. Notify the police of any address where he resides or stays for 7 days or longer. This means either 7 days at a time, or a total of 7 days in any 12-month period. (Section 84)
- v. Notify the police no less than 7 days in advance of any intended period of foreign travel, with such information as required by the Act. (Section 86) Use separate Form 3317.
- vi. Notify the police weekly where registered as 'no fixed abode'
- vii. Notify the Police if you have resided or stayed for at least 12 hours at a household or other private place where an under 18 year old resides or stays with or without an adult. It is not cumulative but the fact that they may physically leave the property for short periods of time during their stay does not mean that that stay or period of residence ends. [NB. This must be done within three days of you having resided or stayed at such a different household or place.]
- viii. Notify police of passport, credit card and bank account details and certain information contained in a passport or other form of identification held by the relevant offender on each notification. [NB. This must be done within three days of any change or renewal or document.]
- ix. Notify the police of any changes to financial and passport details within 3 days of any change.
- x. All offenders have to notify their National Insurance Number on each notification. (Section 83(5))
- xi. All offenders must re-confirm their details every year. (Section 85)

*An offender can only give this notification by attending a police station prescribed for the purpose by regulations. (The regulations will be periodically updated when the addresses of police stations change).*

*Offenders should be asked when initially notifying the police whether there are any addresses, such as any described in (iv), which they regularly visit and told that they are required to notify them if they begin to visit other addresses. Offenders should be reminded when initially notifying the police of their names and addresses that they are also required to notify any plans to leave the United Kingdom for any periods. (A separate form (Form 3317) is available for recording this information)*

*New name and address: For advance notification if the change takes place more than two days before the anticipated date, the police must be informed. If an advance notification is made and the change has not taken place within three days beginning with the anticipated date, the police must be informed within six days of the anticipated date.*

**A person failing to comply with the requirements of the SOA 2003, a summary of which is set out above, without reasonable excuse, or who provides the police with information which is known to be false could be sent to prison for up to five years.**

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| <b>Address of Police Stations to register at</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Ashton, Manchester Road, Ashton-under-Lyne, OL7 0BQ<br>Bolton, Scholey Street, Bolton, BL2 1HD<br>Bury, Dunster Road, Bury, BL9 0RD<br>Central Park, Northampton Road, Newton Heath, Manchester, M40 5BP<br>Cheadle Heath, Spectrum Way, Europa Boulevard, Stockport, SK3 0SA<br>Longsight, Grindlow Street, Manchester, M13 0LL<br>Manchester Town Hall, Albert Square, Manchester M2 5DB<br>Oldham, Barn Street, Oldham, OL1 1LR<br>Rochdale, The Holme, The Esplanade, Rochdale, OL16 1AG<br>Stretford, Talbot Road, Stretford, Trafford, M32 0UZ<br>Swinton, Chorley Road, Swinton, M27 6BA<br>Wigan, Robin Park Road, Wigan, WN5 0UP |