

[Please delete the box below and the Unlock logo before using this template]

What is this template?

This template can be used when requesting Google or any other search engine to remove a link from their search results that relates to you. It will help you to state your case as to why the link should be removed, prompting you to give evidence to support your request. You should save the document for your own records. For more information, [click here](#).

How to use the template?

(Green brackets): Put your specific info here, then delete (and change the text colour).

Once you've made changes, print it out and read it through to check it makes sense.

Make sure the document includes the spent date of your conviction and why you think the link(s) is/are inappropriate, irrelevant or outdated. Once you are happy, copy and paste the document into the relevant section of the search engine removal request form. You can either list the details of every URL link you want removed or, complete a separate request for each URL link.

I request that the above URL link/s about me, should not be included as a search result for the following reasons:

- (Give details of your offence and when it was spent)
- **Irrelevant** – (This might include how it is no longer disclosed for the types of jobs you're applying for; how you are not a high profile figure and how you are not a danger to the public. You might also include evidence of how you have rehabilitated since your offence – this could include qualifications gained, your employment record, voluntary roles undertaken, family responsibilities and letters of support)
- **Inappropriate** – (This might include the length of time since you were convicted; the effect it is having on you and your family; how it effects your future job prospects and how it is generally having a disproportionate effect on your life)
- **Outdated / Not in the public Interest** – (Explain why you feel it is outdated and/or not in the public interest for the link to remain in the search engine's results)

As a result, I believe that the above links should be removed as they are no longer relevant, (the conviction was spent on dd/mm/yyyy), appropriate or in the public interest.

If I do not received a satisfactory response, I will consider taking this matter further with the Information Commissioners Office.

Yours faithfully,

(Insert your name)