

HAVEN DISTRIBUTION APPLICATION FORM



Please note that book applications will only be successful if:

- All sections of this form are completed (incomplete forms will be returned)
- You also provide a supporting letter from your tutor or course provider (e.g. Open University), which confirms that you are currently enrolled on an educational course
- You have at least 3 months remaining on your sentence, and you are not on remand
- The book you request costs no more than £20 (or, if it's more than £20, you're able to make up the difference via cheque or postal order)
- You haven't received another book from us within the last year

PLEASE WRITE IN BLOCK CAPITALS, AND ENSURE YOU COMPLETE ALL SECTIONS

PERSONAL DETAILS

SURNAME:	
FIRST NAME:	
PRISON NO:	
GENDER:	
HMP/YOI:	
YOUR RELEASE DATE: <i>Please put down if you are IPP or a Lifer</i> <i>N.B. we cannot provide books for those on remand</i>	

YOUR EDUCATIONAL COURSE

NAME OF COURSE:	
QUALIFICATION YOU WILL GET:	
TUTOR NAME: <i>Please also provide your tutor's email address if possible</i>	
DATE YOUR COURSE ENDS:	

THE BOOK YOU'D LIKE TO REQUEST

AN ALTERNATIVE CHOICE

NAME OF BOOK:	NAME OF BOOK:
AUTHOR:	AUTHOR:
ISBN (IF KNOWN):	ISBN (IF KNOWN):

Please note that Haven will **not** purchase the following items:

Encyclopaedias, atlases, animal breeding books, religious books, hobby books, law books for your own legal defence, autobiographies, general reading books, magazine/newspaper subscriptions, art materials, stationery, calculators, computers, musical instruments, dictionary/thesaurus costing more than £10.00.

Please return your completed application form & supporting letter to:

Haven Distribution, 27 Old Gloucester Street, London, WC1N 3XX

If you would like a copy of our general reading catalogue, please write to us at the above address.

Data provided in this form is used by us to assess and fulfil your request and is held in accordance with our Data Protection Policy, which is published on our website and can be sent on request and receipt of a stamped addressed envelope. By completing this form you are consenting to your data being held by us for these purposes.