



**Police Service**  
of Northern Ireland

# Digital Evidence Public Submission Guide

This quick user guide is to help you upload digital evidence to the Police Service of Northern Ireland digital evidence portal.

## Prerequisites

- A Laptop, desktop computer, or a mobile device.
- An internet connection.
- Evidence files which you wish to send.

## Step by Step Guide

### Step 1

After contacting the Police Service of Northern Ireland, through 101 or 999, and talking to a Police Officer you've been asked submit digital evidence. You will automatically receive an email from this email address:

[DigitalEvidence@psni.police.uk](mailto:DigitalEvidence@psni.police.uk)

DS

Digital Evidence Submission

OFFICIAL [PUBLIC]: Digital Evidence Submission - File request

If the email does not appear in your Inbox, check your Spam folders. If you have not received your email, contact 101 and give the call handler the incident number you have been provided with, this will normally start CC, to ensure that your details have been recorded correctly.

The email you receive from the Police Service will look like this:



# Police Service of Northern Ireland

← OFFICIAL [PUBLIC]: Digital Evidence Submission - File request

DS Digital Evidence Submission  
To: You



This e-mail has been marked OFFICIAL [PUBLIC]

Dear A Member of the Public,

Uploading your evidence is quick and simple and will help us speed up your investigation. By uploading your evidence quickly we will be able to rapidly assess the evidence, review the relevance and get back to you as quickly as possible.

The evidence has been requested in relation to A Crime at Your home or place of work on 21 October 2022.

This is a secure way for you to share with us your files confident that they will be kept confidential. To upload your evidence please click on the link below

[BOX File Request](#)

The process of uploading files will only take a few minutes and is simple, however should you need more information on the process please click here for [how to guides](#)

**Digital Evidence Team**

Emergency : 999

Non-Emergency: 101

[psni.police.uk](https://psni.police.uk)




## Step 2

To begin uploading your evidence click on the “Box File Request” link in your email. This will open a new tab in your browser, which will direct you to the P.S.N.I’s secure cloud based storage system.

Please upload required documents

Please upload required documents

Upload files \*



Drag and drop files

Select files

Submit



# Police Service of Northern Ireland





## Step 3

To upload your files, just drag and drop your files into the browser.

### Please upload required documents

Please upload required documents

#### Upload files \*

	CCTV Picture.JPG	36.3 KB	
	Evidence.JPG	46.5 KB	

[Add another file](#)

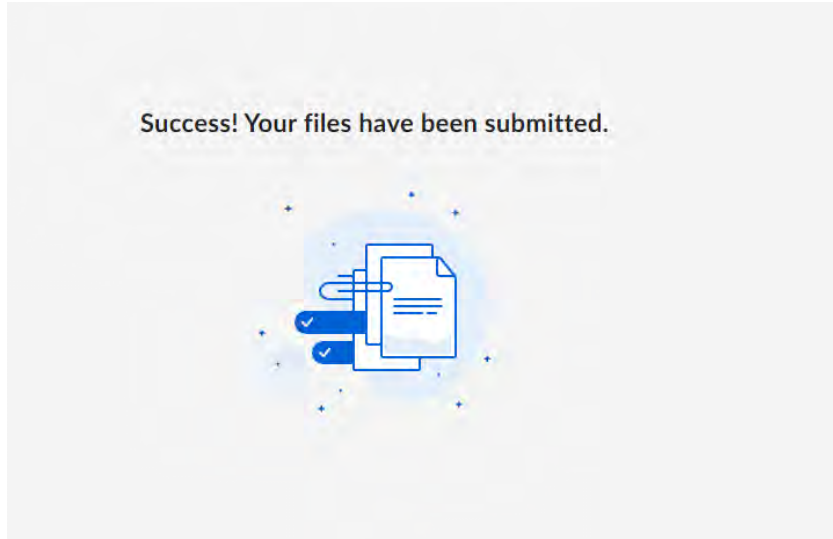
Submit



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## Step 4

Once you have selected all of your files you wish to submit, click the “Submit” Button.



## Frequently Asked Questions

Q: Do files have to be in a particular format for submission?

A: No, you don't need to convert files to upload them.

Q: Do I have to edit video files length to upload them?

A: No, you can upload the whole video without need to reduce its size.

Q: I've uploaded my files, can I see them?

A: Unfortunately not, your files have been uploaded to the PSNI secure cloud-based service. Only the police officer who is reviewing your case can see them.

Q: I forgot to upload all of my files, can I still use the same link in the email you sent?

A: We advise contacting 101, and citing your CC/Occurrence number. A new secure link will be sent out to you.