

APPENDIX 1

CROSS-BORDER OBSERVATIONS

Model request form

Request for cross-border observation Indication of urgency
1. Requesting authority Official title Address: Contact details: telephone, e-mail Languages
2. Requested authority Official Title Address
3. Object and reason <ul style="list-style-type: none">- Type and purpose of request- Legal basis of the request- Type of offence- Description of the stage of criminal proceedings- Indication how the requested measures / the evidence sought are linked to the proceedings conducted in the requesting state- Justification of urgency- Indication about the date/place of the execution of the request as well as the presence of particular persons with their contact details <p>Where applicable:</p> <ul style="list-style-type: none">- Indication on previous involvement of law enforcement officials and their contact details- Information on previous communications/ [MLA requests] (including reference numbers)
4. Person(s) concerned <ul style="list-style-type: none">- Name- Gender- Nationality- Address- Status in legal proceedings <p>Where applicable and available:</p> <ul style="list-style-type: none">- ID / Passport Number- Alias- Date / place of birth- Pictures- Level of danger (armed, criminal record) <p>Information on a legal person</p> <ul style="list-style-type: none">- Name <p>Where applicable and available</p> <ul style="list-style-type: none">- Registration number/ Address of the seat- Addresses of different branches- Contact details of the person authorised to act on behalf of the company

5. Request for cross-border observation

Information:

- Summary of relevant facts indicating time place and manner of commission of the offence
- Legal qualification of the offence with relevant provisions including the range of penalties applicable

Where applicable:

- Use of technical means (GPS tracking, pictures to be taken or videos to be recorded);

6. Final information

- *Any other information which the requesting State considers important*
- *Contact person (name, contact details, language)*
- *List of enclosures*
- *Seal, name, function of the official, date, and signature*