

APPENDIX 2

CONTROLLED DELIVERIES

Model request form

Request for controlled delivery 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 Where applicable: <ul style="list-style-type: none">- Justification of urgency- Indication of a requirement to be notified about the date/place of the execution of the request as well as on the presence of particular persons with their contact details- 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- Position in legal proceedings Where applicable and available : <ul style="list-style-type: none">- ID / Passport Number- Alias (excluding experts)- Date / place of birth (excluding experts) Information on a Legal person <ul style="list-style-type: none">- Name Where applicable and available <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 controlled delivery <ul style="list-style-type: none">- 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

Information on:

- The date, hour and place of transit or transport: (if it is for example an indirect flight, then details of all flights)
- The means of transport (flight, ferry, van, etc.)
- The goods tracked (drugs, weapons, etc., including information on packaging)
- Destination
- Declaration of intent by the requesting state to supervise and seize the items upon arrival

Where applicable:

- Information if the goods (drugs, diamonds, etc.) are hidden in the body of the suspect.
- If delivery is routed via several countries, more than one request may be necessary:
- Identification of the courier, if other than the person concerned. Under item 4 (police informant or undercover police officer)
- Materials requested: chain of evidence report for the drug (or other illegal items)

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*