

**APPENDIX 3****COVERT INVESTIGATIONS**

## Model request form

Request for covert investigations Indication of urgency
<b>1. Requesting authority</b> Official title Address: Contact details: telephone, e-mail Languages
<b>2. Requested authority</b> Official Title Address
<b>3. Object and reason</b>  <ul style="list-style-type: none"><li>- Type and purpose of request</li><li>- Legal basis of the request</li><li>- Type of offence</li><li>- Description of the stage of criminal proceedings</li><li>- Indication how the requested measures / the evidence sought are linked to the proceedings conducted in the requesting state</li></ul> Where applicable: <ul style="list-style-type: none"><li>- Justification of urgency</li><li>- 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</li><li>- Indication on previous involvement of law enforcement officials and their contact details</li><li>- Information on previous communications/ [MLA requests] (including reference numbers)</li></ul>
<b>4. Person(s) concerned</b>  <ul style="list-style-type: none"><li>- Name</li><li>- Gender</li><li>- Nationality</li><li>- Address</li><li>- Position in legal proceedings</li></ul> Where applicable and available : <ul style="list-style-type: none"><li>- ID / Passport Number</li><li>- Alias (excluding experts)</li><li>- Date / place of birth (excluding experts)</li></ul> Information on a legal person <ul style="list-style-type: none"><li>- Name</li></ul> Where applicable and available <ul style="list-style-type: none"><li>- Registration, number, address of the seat</li><li>- Addresses of different branches</li><li>- Contact details of the person authorised to act on behalf of the company</li></ul>
<b>5. Request for covert investigations</b>  <ul style="list-style-type: none"><li>- Summary of relevant facts indicating time place and manner of commission of the offence</li></ul>

- Legal qualification of the offence with relevant provisions including the range of penalties applicable
- Legal status of undercover officer(s)

Information on:

- Type and duration of investigation(s) concerned
- The crime(s) suspected and the link with the requested country

Where applicable:

- Information on the need for preparation, supervision and arrangements for the security of the officers acting under covert or false identity

#### **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*