

TITLE OF THE REQUEST:

a. Content

The title should be short and clear. It is very important to indicate clearly and precisely the purpose of the request at the beginning of the form to ensure that the competent authorities within the requested State know immediately what is expected from them. For this purpose, the title should indicate the nature and range of activities. If an operation name is used in a system of a requesting State, such a name should be indicated in the title.

b. Reference numbers (Procedure n°)

This information should be included at each stage. It will ensure an immediate connection with previous requests and will facilitate the follow-up given to the request, in particular when communicating results.

c. Where applicable, indicate the level of urgency and/or confidentiality

This specific indication at the beginning of the request will underline the expectation of the requesting authority regarding rapid procedures in the requested State and its prompt response. A justification of the urgency is to be mentioned under part 3. Where a very high level of confidentiality is requested due to ongoing investigations, this should also be indicated. Further explanation or specific requirements on confidentiality may be indicated under part 5Aiii "Specific modalities of execution".