It is important to indicate clearly and precisely any personal information on the person concerned, primarily the suspect (if available):

- Name;
- Alias;
- Gender;
- Nationality;
- Address: the requesting State should provide any known addresses, including those differing from the official place of residence;
- ID number;
- Date and place of birth: a date of birth may be substituted by the birth number if it is used in the requesting country;
- The position in legal proceedings which is particularly crucial;
- Indications of any restrictions to the personal liberty of the person to be heard.