

**Suggested Form for requesting information pursuant to the European
Convention on Information on Foreign Law (ETS No. 62) and its Additional
Protocol (ETS No. 97)¹**

Origin of the request

I. Transmitting agency of the requesting state (if necessary)

Name:
Postal address:
E-mail:
Telephone (where relevant):
Requesting agency reference number:

**II. Authority/person making the request / person who made the request and to
whom any questions of clarification may be addressed**

Name:
Postal address:
E-mail:
Telephone (where relevant):
Reference number:

III. Decision authorising the request (where relevant)

Name of the approving authority:
Reference number:
Date of authorisation:

**IV. Authority/body to which the reply should be returned (where relevant with
copies)**

Name:
Postal address:
E-mail:

¹ In the case of a request covered by the Additional Protocol, the requesting state must check that the requested state is also a party to the Protocol and that the relevant Chapter (Chapter I or II) applies between the states concerned ([list of ratifications](#)).

Information request

V. Requested deadline

Desired date of response:

Justification:

VI. Area of law covered by the application

VII. Summary of the facts giving rise to the request for information

VIII. Questions concerning the legislation of the requested state

IX. Additional comments / notes / observations

Attachments

X. Complete list of attachments to the request for information

Date of request	Stamp (where relevant)	Signature	Name of signatory