

[Add logo or use letter head of requesting organization if necessary]

Data Preservation Request

under Articles 29 and 30 Budapest Convention on Cybercrime¹

1 DATE
DD/MM/YYYY

2 REFERENCE / CASE NUMBER

3 REQUEST STATUS
<input type="checkbox"/> New request
<input type="checkbox"/> Extension of previous request <input type="checkbox"/> Ticket/reference number of previous request:

4 REQUESTED AUTHORITY

5 REQUESTING AUTHORITY *	
Organisation	
Person in charge of the request	
Address	
Telephone number	
Cell phone number	
E-mail address	
Fax number	
Office Hours	
Time Zone	
<input type="checkbox"/>	Response by email or other expedited means preferred
<input type="checkbox"/>	Response preferred by means of:

¹ This template was adopted by the Cybercrime Convention Committee (T-CY) at its 19th Plenary (9-10 July 2018) to facilitate the preparation and acceptance of requests by Parties. Use of this template by Parties to the Budapest Convention is optional. Please note that items marked with asterisk (*) are required information pursuant to Article 29, paragraph 2 of the Convention on Cybercrime.

6 SHOULD ADDITIONAL CONFIRMATION FROM THE REQUESTING AUTHORITY BE NEEDED, PLEASE CONTACT:

Name:	
Job Title:	
Function:	
Telephone number	
Cell phone number	
E-mail address	

7 INVESTIGATIVE/OPERATIONAL AUTHORITY IN CHARGE OF THE CASE

(IF DIFFERENT FROM REQUESTING AUTHORITY)

Organisation	
Person in charge at the authority	
Address	
Telephone number	
Cell phone number	
E-mail address	
Fax number	

8 PROSECUTION OFFICE OR COURT IN CHARGE IF APPLICABLE

Prosecution office in charge and case number	
Court in charge and case number	
Prosecution or Court decisions related to the request	

9 FOLLOW UP THROUGH MUTUAL LEGAL ASSISTANCE

<input type="checkbox"/>	Please be informed that we intend to submit a request for mutual legal assistance to request the production of data.*
<input type="checkbox"/>	Please find enclosed a mutual legal assistance request for the production of data.

10 OFFENCES SUBJECT TO CRIMINAL INVESTIGATION OR PROCEEDINGS*

<input type="checkbox"/> Offence/s corresponding to Articles 2 through 11 Budapest Convention	Please specify offence under the law of the requesting State:
<input type="checkbox"/> Other offence/s	Please specify under the law of the requesting State:

11 SUMMARY OF THE CASE*

Including:

- brief description of the facts
- how the data sought is related to the investigation/offences
- purpose and necessity of request for preservation and/or partial disclosure of traffic data
- charges pressed/list of offences in the case

12 DATA TO BE PRESERVED*

<input type="checkbox"/> Subscriber information	Please specify:	
Period of interest	Start date: DD/MM/YYYY Time (and time zone):	End date: DD/MM/YYYY Time (and time zone):
<input type="checkbox"/> If the system is a shared system, please preserve all basic subscriber information for all virtual systems on the IP.		
<input type="checkbox"/> Traffic data	Please specify:	
Period of interest	Start date: DD/MM/YYYY Time (and time zone):	End date: DD/MM/YYYY Time (and time zone):
<input type="checkbox"/> Content data	Please specify:	
Period of interest	Start date: DD/MM/YYYY Time (and time zone):	End date: DD/MM/YYYY Time (and time zone):

13 INFORMATION IDENTIFYING THE PERSON OR ORGANISATION (E.G. SERVICE PROVIDER) IN POSSESSION OR CONTROL OF THE STORED COMPUTER DATA AND THE LOCATION OF THE COMPUTER SYSTEM, IF AVAILABLE*

14 EXPEDITED DISCLOSURE OF PRESERVED TRAFFIC DATA UNDER ARTICLE 30 OF THE CONVENTION ON CYBERCRIME

Details/description of data to be disclosed²

- ☐ This request seeks to preserve traffic data concerning a specific communication. If, in the context of this request, the server reveals that a service provider in another jurisdiction was involved in the transmission of this communication, please immediately disclose to us the identity of that service provider and the path of the communication in line with Article 30 of the Convention on Cybercrime.

²If necessary, please fill in the Annex (data specification form).

15 CASE STATUS

- ☐ Pre-trial phase
- ☐ On trial
- ☐ Crime in progress

Other details if necessary:

16 URGENCY

☐ URGENT

Response expected by: DD/MM/YYYY

REASONS FOR URGENCY

- ☐ Threat to life and limb
- ☐ Imminent threat of a serious nature to public security
- ☐ Crime in progress
- ☐ Suspect/offender in custody
- ☐ Suspect/offender about to be released from custody
- ☐ Volatility of data
- ☐ Statute of limitation due to expire
- ☐ Trial is imminent or in progress
- ☐ Other:

BRIEF DETAILS FOR URGENCY, IF ANY

17 CONFIDENTIALITY

- ☐ We request that that this preservation request is kept confidential and that customers are not notified.

Please inform us if your domestic law requires us to explain the reason for confidentiality; or – before taking any action – whether your domestic law requires customer notification or if you suspect that the provider may not comply with the request for confidentiality.

18 CONFIRMATION/NOTIFICATION REQUESTED, IF AVAILABLE:

- ☐ Confirmation of receiving the request
- ☐ Confirmation of preservation of the data
- ☐ Information on the preservation period
- ☐ Information on whether data is beyond the jurisdiction of the requested country
- ☐ Information on whether the data preserved will be destroyed after the preservation period
- ☐ Other:

19 ADDITIONAL NOTES, IF ANY**20 SIGNATURE AND / OR STAMP OF REQUESTING AUTHORITY IF APPLICABLE**

Name	
Position	
Date / place	
Signature and/or stamp	

21 ANNEX: DATA SPECIFICATION FORM

Please complete a separate form for each person or organisation believed to be in possession or control of data. Please complete as much as is possible or applicable.

Details of person or organisation believed to be in possession or control of data		
Business Name		
Legal Name		
Contact name		
Address		
Country		
Phone		
Email		
Address		
IPv4	1-255	1-255
URL		
Date		
Time		
Time Zone		
Proxy		
Anonymization		
Port number		
IPv6	Subnet – 64 bit	Host – 64 bit
URL:		
Date		
Time		
Time Zone		
Proxy		
Anonymization		
Other data		
E-mail address		
Social Networking ID		
Date		
Time		
Time Zone		
Proxy		
Anonymization		