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| Adopted by the T-CY at its 19th Plenary Strasbourg, 9 July 2018 | T-CY(2018)10 |

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

Mutual Legal Assistance Request

for subscriber information

under Article 31 Budapest Convention on Cybercrime[[1]](#footnote-1)

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| --- |
| 1. date
 |
| DD/MM/YYYYY |

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| --- |
| 1. reference / case number
 |
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| 1. request status
 |
|  New request * Follow up to previous MLA request (details added below)
* Follow up to previous preservation request (details added below)
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| 1. REQUESTED AUTHORITY
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| 1. REQUESTING Authority
 |
| Organisation |  |
| Person in charge of the request |  |
| Address |  |
| Telephone number |  |
| Cell phone number |  |
| E-mail address |  |
| Fax number |  |
| Office Hours |  |
| Time Zone |  |
|  | Response by email or other expedited means preferred |
|  | Response preferred by means of: |

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| 1. SHOULD ADDITIONAL confirmation FROM THE requesting authority be needed, PLEASE CONTACT:
 |  |
| Name: |  |
| Job Title: |  |
| Function: |  |
| Telephone number |  |
| Cell phone number |  |
| E-mail address |  |

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| 1. Investigative/Operational AUTHORITY in charge of the case

(if different from Requesting Authority) |
| Organisation |  |
| Person in charge of the case |  |
| Address |  |
| Telephone number |  |
| Cell phone number |  |
| E-mail address |  |
| Fax number |  |

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| 1. 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 MLA request |  |

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| 1. Information on previous MLA request If applicable
 |
| Date |  |
| Ticket/reference number |  |
| Contact details of authority having requested previous MLA  |  |
| Contact details of authority having responded to (or executed) previous MLA  |  |
| Communication method used to submit previous request (email address, fax number, etc)  |  |

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| 1. Information on previous preservatiOn request If applicable
 |
| Date |  |
| Ticket/reference number |  |
| Contact details of authority having requested preservation |  |
| Contact details of authority having responded to (or executed) the preservation request  |  |
| Channel for communication |  |

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| 1. Domestic legal basis for request IF APPLICABLE
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| Relevant decision by Court, Prosecution or other authorised body; or other legal basis for requestPlease attach order or statutory authority  |  |

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| 1. 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 disclosure of subscriber information- charges pressed/list of offences (with reference to domestic legal provisions and applicable penalties)  |
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| 1. CASE STATUS
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| Pretrial phase  On trial  Crime in progress Other details:  |

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| 1. SUBSCRIBER INFORMATION to be Disclosed[[2]](#footnote-2)
 |
| Subscriber information related to the following IP addresses requested: |  |
| Subscriber information related to following accounts requested: |  |
| Period of interest | Start date: DD/MM/YYYY Start time (and time zone): | End date: DD/MM/YYYY End time (and time zone):  |

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| 1. information identifying the service provider AND – if available – the location of the computer system
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| Please provide as much information as possible to help identify the service provider (including aliases, telephone numbers and other contact details or associated email addresses)  |

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| 1. URGENCY
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| ❒ **URGENT**Response expected by: DD/MM/YYYY |
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| **REASONS FOR URGENCY (check more than one if applicable)** |
| ❒ Threat to life or limb ❒ Suspect/offender in custody ❒ Suspect/offender to be released from custody ❒ Crime in progress ❒ Volatility of data❒ Imminent threat of a serious nature to public security ❒ Statute of limitation due to expire ❒ Trial is imminent or in progress❒ Other: |

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| Brief details for urgency  |
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| 1. CONFIDENTALITY
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|  We request that this 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. |

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| 1. Confirmation/notification requested
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|  Confirmation of receipt of request  Whether and what additional information is needed from requesting State to execute the request Information on availability of data or whether data is beyond the jurisdiction of the requested country Other:  |

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| 1. Additional NOTES, IF ANY
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| 1. Signature and / or stamp of REQUESTING Authority if applicable
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| Name |  |
| Position |  |
| Date / place |  |
| Signature and/or stamp |  |

1. Annex: Details of information requested[[3]](#footnote-3)

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| **Subscriber information needed for IP addresses** |
| Subscriber information related to the following IP address/es requested (to the extent permitted by your law): |  |
| Period of interest: | Start date and time: | End date and time: |
| Time zone: |  |
| Details requested: |  |

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| [ ]  | Subscriber names |  |
| [ ]  | User names |  |
| [ ]  | Screen names, or other identities |  |
| [ ]  | Email, social media and other accounts related to the IP address/es |  |
| [ ]  | Mailing addresses |  |
| [ ]  | Residential addresses |  |
| [ ]  | Business addresses |  |
| [ ]  | Telephone numbers, other contact information |  |
| [ ]  | Billing records  |  |
| [ ]  | Billing address |  |
| [ ]  | Payment method |  |
| [ ]  | Payment History |  |
| [ ]  | Billing period |  |
| [ ]  | Information about length of service and the types of services the subscriber(s) or customer(s) used |  |
| [ ]  | Any other identifying information, whether such records are in electronic or other form |  |

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| **Subscriber information needed for accounts** |
| Information on the following accounts /s requested, to the extent permitted by your law: |  |
| Period of interest: | Start Date and Time: | End Date and Time: |
| Time zone: |  |
| Details requested: |  |

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| [ ]  | Subscriber names |  |
| [ ]  | User names |  |
| [ ]  | Screen names, or other identities |  |
| [ ]  | Mailing addresses |  |
| [ ]  | Residential addresses |  |
| [ ]  | Business addresses |  |
| [ ]  | Email addresses |  |
| [ ]  | Telephone numbers, other contact information |  |
| [ ]  | Billing records  |  |
| [ ]  | Billing address |  |
| [ ]  | Payment method |  |
| [ ]  | Payment History |  |
| [ ]  | Billing period |  |
| [ ]  | Registration date |  |
| [ ]  | IP address used for the initial registration of the accounts |  |
| [ ]  | Last registered date of access |  |
| [ ]  | IP address used for the last registered access to the accounts |  |
| [ ]  | IP address used for access to the account in the period: Start date: DD/MM/YYYY Time:End date: DD/MM/YYYY Time:Time zone: |  |
| [ ]  | Other Email, social media and other accounts related to the person or account |  |
| [ ]  | Information about length of service and the types of services the subscriber(s) or customer(s) used |  |
| [ ]  | Any other identifying information, whether such records are in electronic or other form |  |

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. [↑](#footnote-ref-1)
2. Use ANNEX for details. [↑](#footnote-ref-2)
3. Please note that the law of the requested state may not necessarily consider all of the following data to be subscriber information. [↑](#footnote-ref-3)