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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 | |
| Relevant decision by Court, Prosecution or other authorised body; or other legal basis for request  Please 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 |
| 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 |
| 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 |
| ❒ **URGENT**  Response expected by: DD/MM/YYYY |
| |  | | --- | | **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: | |
| Brief details for urgency |
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| 1. CONFIDENTALITY |
|  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 |
|  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 | |
| 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)