

Please refer to the [Guidelines](#) which can be accessed on the Home Office Website. Each section should be completed (if applicable) and the form accompanied by a headed covering letter from a competent authority.

SECTION A: ISSUING AUTHORITY

Issuing Authority:

Issuing Authority Reference (to be used in all correspondence):

Issuing Authority address:

Name of representative / contact point:

Post held (title / grade):

Address:

Telephone number (including country code):

Fax number (including country code):

Email:

SECTION B: PREVIOUS REQUESTS

Does this LOR supplement a previous LOR to the UK?

Yes

No

If yes, provide the following information to identify the previous LOR (where known):

Date of issue of previous LOR

The authority to which it was transmitted Select

Date of transmission of the previous LOR

Central authority reference number of previous request

SECTION C: LEGAL BASIS OF THE REQUEST

State under which Treaty / Convention / Agreement this Letter of Request for Evidence is being made under (tick all that apply)

European Convention on Mutual Assistance in Criminal Matters 1959

Convention on Mutual Legal Assistance in Criminal Matters between Member States of the European Union 2000

UN Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances 1988 ('Vienna Convention')

UN Convention Against Transnational Organised Crime 2000

UN Convention Against Corruption 2003

Bilateral Treaty/Agreement

State name:

If the request is made under an agreement not listed above, provide the name of the agreement

State the law that makes the behaviour described above a criminal matter in the requesting country. Attach a copy of this law to this document and highlight the sentence or penalty for the offence

SECTION D: MEDIA INTEREST CONSIDERATIONS

Details of any media attention or reasons for high profile interest in the case in the Requesting State (if applicable):

SECTION E: RELEVANT DATES

Provide any dates which are relevant to the request e.g. court dates

Date:

Relevance:

Provide any deadlines for the execution of the request and the reasons

Date:

Reasons:

SECTION F: GROUNDS FOR ISSUING THE LOR

Details of suspect

Name:

First name:

Alias (if applicable):

Date of Birth:

Place of Birth:

Address:

Nationality:

Passport/Identity card number (attach copy if available):

Charges which have been / will be brought against suspect:

The above details must be completed for each suspect

Factual Summary

Set out why the LOR has been issued, including: the nature of the offence, facts of the case

Clearly state how the evidence you have requested is linked to the crime

SECTION G: EVIDENCE REQUESTED

Type of evidence requested (*state all that apply*)

- 1) Select
- 2) Select
- 3) Select
- 4) Select
- 5) Select

If "other" please specify

H1. Witness/Suspect evidence (see page 16 of the [Mutual Legal Assistance Guidelines](#)):

Name:

Forename(s):

Maiden name, if applicable:

Aliases, if applicable:

Gender:

Nationality:

Date of birth:

Place of birth (town/city, country):

Residence and/or known address; if address is not known, state the last known address:

Language(s) which the person understands:

If the person is to be visited are they a:

Witness

Suspect

Detail the evidence required:

H.2 Banking evidence (see page 20 of the [Mutual Legal Assistance Guidelines](#)):

Name of account holder:

Account number:

Address of branch where the account is held:

Sort code:

Time period over which information is sought:

If information is sought outside of the timeframe for the investigation, please explain why:

State why it is believed that the account is held in the UK:

List the specific documents required:

H.3 Telephone evidence (see page 19 of the [Mutual Legal Assistance Guidelines](#)):

Source of the telephone numbers:

Date and time of the incident under investigation:

Place where the incident occurred:

Provide full details of the individuals involved in the incident:

Explain why it is necessary to obtain the data:

Explain why the objectives of the investigation cannot be obtained by other means:

Additional information

H.4 Passport/Immigration information (see page 29 of the [Mutual Legal Assistance Guidelines](#)):

Name:

Date of birth:

Place of birth:

Current passport number:

Previous passport number:

Does the request relate to: prevention and detection of crime

State what information is required:

Explain how the data requested is connected to the offence being investigated:

H.5 Other evidence:

State who evidence is required from:

State what evidence is required:

Any other details:

SECTION I: PROCEDURE FOR TAKING EVIDENCE

Must evidence be given under oath?

Yes

No

If “**yes**”, state why:

If “**no**”, evidence will be taken by UK law enforcement (generally the police)

Must a caution / formal notification of rights be given?

Yes

No

If “**yes**”, provide details:

Provide details of the procedure to be followed when taking evidence:

A list of questions to be asked of any witnesses and the procedure to be followed when taking evidence must be attached to this document. Failure to do so will result in a delay in dealing with your request.

SECTION J: ADDITIONAL INFORMATION

Please provide any other details which may assist the UK in carrying out your request

SECTION K: DOCUMENTS

Have the following documents been attached?

A copy of your state’s relevant law

Photocopy of suspect’s passport/identity card

List of any questions to be asked of suspect/witness

Copy of procedure to be followed when evidence is taken

Other (please specify)

Signed:

Date: