

REQUEST COMPONENTS FOR ACCESS TO SUBSCRIBER INFORMATION UNDER VOLUNTARY DISCLOSURE REGIME



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This document further develops the minimum basic components of requests formats, originally identified in the Operational Approaches¹, from the perspective of access to cross-border subscriber data from public authorities to internet intermediaries.

These components do not include a provision for emergency situations including threats to life, as providers can open a separate communication channel for dealing with emergency requests. These components however allow for the indication of an expedited request to account for circumstances where a requester may be under a specific deadline.

Some components can be mandatory (i.e. a necessary condition for consideration - not necessarily sufficient for acceptance and execution, though). They are indicated with an *.

Cluster	Label	Description
REFERENCING	Request Number*	Request ID number that identifies the specific request; used for reference tracking and potential audits.
	Time & Date*	Timestamp on transmission from the requesting country.
	Requesting Country*	Indicates the requesting country.
	Recipient Company*	Indicates the destination of the request, in particular a Point of Entry (POE).
	Case Number	Identifies the corresponding legal case in the requesting country.
	Previous Request Numbers	Request ID number(s) pertaining to related request(s) that have been made previously, if any.

¹ [Data & Jurisdiction Program Operational Approaches](#)

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DATA SOUGHT	Account information*	Identifies the specific target of the request: specific IP address, domain name, URL, user identifiers or accounts (specificity criteria).
	Data requested*	The specific user data being requested, with the highest degree of precision.
	Time Range/Period	The time range/period for which subscriber data is sought. This can be used in case of situations where accounts have belonged to more than one person/user over time.
CASE ²	Offense	Description of the alleged offense and penalty associated with the alleged offense.
	Legal Basis*	National legal framework upon which this request is based; an explicit link to an online version in English of the corresponding law/jurisprudence could be a requirement for validity/acceptability of the request.
	Summary of the Alleged Offense*	Facts, relation with the data, purpose, and when applicable charges pressed/list of offenses.
	Necessity and Proportionality*	The reasoning for requesting the above elements, taking into consideration the balance between the need to obtain the data and protection of user rights.
	Case Status	Identifies status and progress of the case in the requesting country, at the time of request (e.g. pre-trial, trial, crime in progress, ...).
EXPEDITED TREATMENT	Expedited Treatment	Request for expedited treatment.
	Rationale	Justification for expedited treatment

² While most Labels are mandatory, Authorities will have to strike a balance with regards to the level of detail provided under each mandatory component.

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CONFIDENTIALITY	Confidentiality	Specifies whether specific circumstances justify that some parts or all of the request not be communicated to the concerned user.
	Rationale for Confidentiality	Justification of non-notification.
	Confidentiality Timeline	Duration of the confidentiality exception.
AUTHORITIES	Transmitting Authority*	The authority and/or POC that has transmitted the request and its details.
	Investigating / Prosecuting Authority	Details of the authority investigating or prosecuting the case in the requesting country.
CONTACTS	Response Notification	Contact details in the requesting country to which response notifications should be directed to.
	Reception of Data*	Details of the authority in the requesting country to which user/suspect information should be transferred to.
	Contact Information	Point of Contact in requesting country that will be the focal point for follow up questions or additional information.
SELF-CERTIFICATION	Certification*	Self-certification by the investigating/prosecuting authority regarding the accuracy of the facts and the compliance with national procedures
AUTHENTICITY REQUIREMENTS	Signature or official stamp	Identifies the signature and/or stamp of the transmitting authority.