



VOLUNTARY DISCLOSURE REQUEST CHECKLIST

Date and time
direct request received

Who
direct request is received from

SENDER

Who sent the request:

Law Enforcement Officer **Yes** **No**

Is the officer's name included? Yes No

Is the officer's rank included? Yes No

Has the officer confirmed they have the required legal authority to make the request? Yes No

Has the request been sent from an official email address? Yes No

Has the request been authorized by a senior officer? Yes No

Prosecutor **Yes** **No**

Is the prosecutor's name included? Yes No

Has the prosecutor confirmed they have the required legal authority to make the request? Yes No

Has the request been sent from an official email address? Yes No

Judicial Authority **Yes** **No**

Is the judge's name included? Yes No

Has the judge confirmed they have the required legal authority to make the request? Yes No

Has the request been sent from an official email address? Yes No

ACCOUNT IDENTIFIER

Has the correct identifier been provided to enable the data to be preserved? Yes No

COURT ORDER OR JUDICIAL PROCESS

Is a court order or judicial process from the requesting State attached? Yes No



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DATA REQUESTED

BSI?	Yes	No
Traffic data?	Yes	No

CRIMINAL INVESTIGATION

Have the criminal offences been listed?	Yes	No
Has confirmation been provided that the data requested is linked to the investigation?	Yes	No
Is the data requested relevant to the investigation?	Yes	No
Is there a justifiable time frame for the requested data?	Yes	No

HUMAN RIGHTS

Confirm request: Respects the right to life, liberty and security?	Yes	No
The request does not support an investigation where there has been or is likely to be torture or to cruel, inhuman or degrading treatment or punishment	Yes	No
The request does not support an investigation where there has been or is likely to be any discrimination to equal protection of the law	Yes	No
The request does not support an investigation where there has been or is likely to be any restriction of the right to freedom of opinion and expression	Yes	No
Voluntary disclosure is not made to facilitate a prosecution that is political in nature or relates to the subject's race, religion, national origin, disability, sexual orientation, sex, marital status, gender identity, age	Yes	No
Confirm sources checked to confirm the above.		

CONFIDENTIALITY

Is a paragraph included not to notify the user of the existence of the request?	Yes	No
Confirm – even in absence of request the user will not be notified through termination of service	Yes	No



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CONFIRMATION

Has the sender been notified the request has been received?	Yes	No
Has the sender been notified when the data will be sent to them?	Yes	No

FURTHER REQUESTS

Is the data self-authenticating?	Yes	No
Is there a request to provide the data in another format?	Yes	No
Can this be provided?	Yes	No

Confirm reasons why other format cannot be provided (for example data self-authenticating or will not agree for statement of affidavit to be used in trial proceedings)