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|  | Agency Request for Investigative ServiceFor use by Commonwealth and State Agencies to Request an investigative service to support their investigation. |

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| Instructions for completing this form |
| * This form is intended for use by Commonwealth and State Departments and Agencies to request an investigative service from the AFP to support their investigation.
* For complaints against AFP members please contact [AFP Professional Standards](https://www.afp.gov.au/contact-us/feedback-and-complaints).
* All Reports of Crime from Government Agencies should be made using the Agency Report a Crime form.
* To Report a Crime to ACT Policing, please see the [ACT Policing website](https://police.act.gov.au/report-and-register).
* To make a Public Interest Disclosure (PID) report refer to the [AFP PID website](https://www.afp.gov.au/about-us/public-interest-disclosure-scheme).
* For initial enquiries or advice prior to submitting a Request for Investigative Service, Departments and Agencies should contact the AFP National Operations State Service Centre (NOSSC) via their closest office.
* Forms should be sent to the [NOSSC](http://www.afp.gov.au/about-the-afp/operational-priorities/operations-monitoring-centres.aspx) in the State or Territory where the service is required. The form should include all relevant information and accompanying documents.
* Forms may be sent by email or post, or delivered by hand.

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| NOSSC Canberra AFP Headquarters, Canberra | NOSSC-Canberra@afp.gov.auGPO Box 401, Canberra ACT 2601 |
| NOSSC Northern Command (Brisbane, Cairns and Darwin Offices)  | NOSSC-Northern@afp.gov.auPO Box 920, Spring Hill QLD 4004 |
| NOSSC Eastern Command | NOSSC-Eastern@afp.gov.auLocked Bag A3000, Sydney South NSW 1232 |
| NOSSC Central Command  | NOSSC-Central@afp.gov.auPO Box 200, Kent Town SA 5071 |
| NOSSC Southern Command (Melbourne and Hobart Office)  | NOSSC-Southern@afp.gov.auGPO Box 485G, Melbourne VIC 3001 |
| NOSSC Western Command  | NOSSC-Western@afp.gov.auPO Box 586, West Perth WA 6872 |

* Departments and Agencies should consider the security classification and apply a classification accordingly. They should also consider sensitivity, volume, format and integrity of the information in the form when deciding how to send it to the AFP.
* For information on making a Request for an Investigative Service, please see the [AFP website](https://www.afp.gov.au/what-we-do/request-investigative-service).
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| **Investigative Service Type** |

Select the services subject to this request.

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| [ ]  Search Warrant Assistance  | [ ]  Proceeds of Crime Request (CACT) | [ ]  Forensics  |

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| **Department/Agency Details** |

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| **Agency**  | Click or tap here to enter text. |
| **Department/****Section** | Click or tap here to enter text. | **Your Ref No.** | Click or tap here to enter text. |
| Case Officer/ Contact | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. | Email | Click or tap here to enter text. |

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| **Agency Investigation Details** |
| **Executive summary of the alleged criminal conduct (1-2 paragraphs)** | Click or tap here to enter text. |
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| **Relevant Act, Section and Penalty** | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
| **Period of offence** | Click or tap here to enter text. |
| Crime Type | Click or tap here to enter text. |
| **Fraud Value / Financial Loss (include the amount, over what period of time, and how this was calculated)** | Click or tap here to enter text. |

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| **Client Impact** |

Select the most appropriate box indicating the impact of the matter on your agency, and complete the explanatory notes section justifying the selection.

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| [x]  | Critical | The investigation is politically sensitive or goes to central issues of management of an agency or program. |
| [ ]  | Significant | A serious or complex crime has been committed which the agency cannot resolve without AFP involvement. |
| [ ]  | Routine | AFP investigative assistance desirable. |
| [ ]  | MOU/Agreement | As per agreed upon between requesting agency and the AFP. |
|  | Details of MOU/Agreement | Click or tap here to enter text. |
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| Explanatory Notes  | Click or tap here to enter text. |
| What is the harm now and/or in the future to your agency / national security / Australia’s interests of the alleged criminal conduct?  | Click or tap here to enter text. |

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| Suspect Details (including person, organisation or entity of interest) |
| Complete this section if applicable to your request. |
| Number of suspects | Click or tap here to enter text. |
| [x]  Unknown [x]  Person, Organisation or terrorist entity or other entity (provide details below) |
| You must provide details of the primary suspect, if known. |
| Primary suspect  |  |
| Family name | Click or tap here to enter text. | Given names | Click or tap here to enter text. |
| Date of birth | Click or tap here to enter text. | Nationality | Click or tap here to enter text. |
| Passport Number | Click or tap here to enter text. | Country  | Click or tap here to enter text. |
| Photo included | [ ]  Yes [ ]  No  | Deceased | [ ]  Yes [ ]  No |
| Provide details of any warnings (access to weapons, history of violence, mental health, associates etc) | Click or tap here to enter text. |
| ! Is the subject a law enforcement officer, Commonwealth Public Official or an Official of a State or Territory?  | [ ]  Yes [ ]  No |
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| Secondary suspect  |  |
| Family name | Click or tap here to enter text. | Given names | Click or tap here to enter text. |
| Date of birth | Click or tap here to enter text. | Nationality | Click or tap here to enter text. |
| Passport Number | Click or tap here to enter text. | Country  | Click or tap here to enter text. |
| Photo included | [ ]  Yes [ ]  No  | Deceased | [ ]  Yes [ ]  No |
| Provide details of any warnings (access to weapons, history of violence, mental health, associates etc) | Click or tap here to enter text. |
| ! Is the subject a law enforcement officer, Commonwealth Public Official or an Official of a State or Territory?  | [ ]  Yes [ ]  No |
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| Organisation, criminal, terrorist or other entity | Click or tap here to enter text. |
| Provide details regarding: prior convictions/history of related offences by suspect/s, whether the suspect/s is aware of your agency’s investigation/ allegation,  | Click or tap here to enter text. |

Agency Investigation

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| **Background Information** |

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| Has your agency considered alternate options/actions available to the requesting agency? | [ ]  Yes [ ]  No |
| Are there limitations to these options/actions? If so what are they? | [ ]  Yes [ ]  NoDetails: |
| Provide a summary of your investigation. | Click or tap here to enter text. |

Search Warrant Assistance

**Issues to be considered by your agency:**

Search Warrants are an investigative tool to obtain evidential material for a criminal prosecution and proceeds of crime and not for disciplinary, administrative or civil proceedings.

Consideration should be given to whether the execution of a search warrant is the most appropriate course to pursue at the time.

Assurance that all relevant costs will be met by the requesting agency (in accordance with AFP guidelines).

The agency’s capacity to ensure safekeeping of seized items and an undertaking to account to the AFP as per guidelines

An undertaking to provide appropriate resources in the planning and execution stages.

Determination of the department’s resource capacity to assist in the execution of the search including specialist teams (eg: computer forensics).

Consideration of utilising the assistance of the Criminal Asset Confiscation Taskforce (CACT), Forensic Services.

Approval (at appropriate level) on behalf of the agency for the proposed course of action to be taken.

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| Location of search warrant(s) | Click or tap here to enter text. |
| Proposed timings of warrant and/or details of critical timeframes. | Click or tap here to enter text. |
| Is your agency prepared to meet any additional costs? (eg. out of metropolitan travel costs, consumables utilised by the AFP and/or future court attendance costs.) | [ ]  Yes [ ]  No |

*It is an expectation that any applications for search warrants and 3LA orders will be drafted by the agency’s investigator. The investigator should consult internally where appropriate in the drafting of search warrant documentation. The AFP will review all search warrant applications prior to them being issued. Consultation should occur prior to any applications for Search Warrants as all section 3LA applications must be made by the AFP.*

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| Is the draft affidavit attached?  | [ ]  Yes [ ]  No |
| Is the draft warrant attached? | [ ]  Yes [ ]  No |
| Do you require that affidavit/warrant to be sworn by an AFP member? | [ ]  Yes [ ]  No |
| Do you require 3LA orders in conjunction with the search warrant? | [ ]  Yes [ ]  No |
| Is the draft 3LA affidavit attached? | [ ]  Yes [ ]  No |
| If applicable, provide a nominated CDPP case officer. | Click or tap here to enter text. |
| Has your agency considered all powers available, by virtue of their own specific legislation, in order to gather evidence?  | [ ]  Yes [ ]  No |
| Any relevant circumstances *(ie: the need for simultaneous warrants, multiple suspects or anticipated requirement for AFP Forensic Services)* | Click or tap here to enter text. |

Forensics

**Issues to be considered by your agency:**

AFP Forensics delivers a broad range of specialist scientific and technical capabilities that are used to obtain evidential material for a criminal prosecution and proceeds of crime and not for disciplinary, administrative or civil proceedings. Specialist capabilities include (but are not limited to) biological and chemical criminalistics, fingerprints, document examination, firearms and toolmarks, facial identification and digital forensics.

Forensic Operations also provides assistance to investigations through search capabilities (Imagery & Geomatics) as well as specialist intelligence capabilities (Forensic Intelligence, Forensic Drug Intelligence, Weapons Technical Intelligence and Geospatial services).

Prior to submitting the Request to the AFP, contact must be made with the Forensics Operations Centre (FOC). The FOC can be contacted on (02) 5126 9177 and Forensics-Operations-Centre@afp.gov.au.

Potential cost recovery will be discussed on a case-by-case basis.

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| Is Forensic assistance sought from the AFP? | [ ]  Yes [ ]  No |
| Is Digital Forensic assistance sought from the AFP? | [ ]  Yes [ ]  No |
| Details of any timeframes | Click or tap here to enter text. |
| Brief description of assistance sought*(At a minimum please include the following information: Type of exhibit, number of items, age/condition of item/s and objective/s of the forensic examination)* | Click or tap here to enter text. |
| Where applicable, is your agency prepared to meet any costs associated with this forensic assistance?  | [ ]  Yes [ ]  No |

Proceeds of Crime (Criminal Asset Criminal Taskforce (CACT))

**Issues to be considered by your agency:**

* Your agency to provide a commitment to ongoing and forensic accounting support in relation to the request (if required) for the duration of the matter.
* Your agency is to be responsible for providing supporting material in an appropriate form in order to support proceeds of crime recovery process.
* Recovery action by your agency may impact Proceeds of Crime processes. Consult with CACT if these are underway or proposed.

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| Has consultation occurred with the Criminal Assets Confiscation Taskforce? – please include the name of the CACT/CAL officer | [ ]  Yes [ ]  No |
| If yes provide details. | Click or tap here to enter text. |
| Have charges been laid? | [ ]  Yes [ ]  No | Click or tap here to enter text. |
|  | If no, provide an anticipated time frame if knownClick or tap here to enter text. |
| Brief of evidence  | [ ]  Complete Copy Attached [ ]  Complete Copy to be made available |
| Next known Court date: | Click or tap here to enter text. |
| **Type*****(attach your own schedule with all required details – this is an example)*** | **Description***(Eg: address and State****,*** *account name, numbers, BSB, financial institution name, Rego, VIN #, etc – include documents)* | **Owner** | **Value** | **3rd party interest** *(Eg: mortgage, financing company, 3rd party agreements or claims - – include documents)* |
| **Real estate** |  |  |  |  |
| **Bank accounts**  |  |  |  |  |
| **Vehicle/Boats** |  |  |  |  |
| **Other**  |  |  |  |  |
|  | **TOTAL:** |  |  |
| Location of property[ ]  ACT [ ]  NSW [ ]  VIC [ ]  QLD [ ]  SA [ ]  WA [ ]  TAS [ ]  NT [ ]  O/S MAR  |
| Effective control  | [ ]  Property is owned directly by the entity of interest [ ]  Property is owned in another person’s name[ ]  Property is owned by a corporate entity or trust [ ]  Evidence supporting effective control by the entity of interest is available |
| Details of all debt recovery activity undertaken or planned by your agency. | Click or tap here to enter text. |

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| **Supporting Documentation** |

Evidence gathered in relation to the allegation. Please attach copies of relevant documents.

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| Has your agency obtain any legal advice relating to your investigation subject of this request? | [ ]  Yes [ ]  No |
| Have you attached supporting documentation? | [ ]  Yes [ ]  No |
| If yes, list the documents and the relevant benefit to the investigation.(including ATO records, AUSTRAC records, banking records, land title, vehicle ownership, company records, travel records etc)  | Click or tap here to enter text. |
| List other sources of potential evidence.  | Click or tap here to enter text. |
| Have you included in the request any section 41 (SMR) *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF)? | [ ]  Yes [ ]  No |
| Have you included in the request any section 49 *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF)? | [ ]  Yes [ ]  No |

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| REQUESTING OFFICER DECLARATION |

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| [ ]  I declare that the information I have given in this document is true and correct to the best of my knowledge. I understand that it is an offence to knowingly give false or misleading information contrary to section 137.1 of the *Criminal Code 1995* (Cth), an offence punishable by a term of imprisonment of 12 months. |
| For Proceeds of Crime (CACT)[ ]  I have highlighted within the material collected under section 41 (SMRs) and/or section 49 *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*. [ ]  I have highlighted any material which has been obtained using a compulsory power and identified the applicable restrictions. [ ]  I acknowledge, any asset/s successfully forfeited as a result of this request to the CACT, will be deposited into the Confiscated Assets Account pursuant to Part 4-3 of the *Proceeds of Crime Act 2002* (Cth). |
| Signature\* | Click or tap here to enter text. | Date | Click or tap to enter a date. |
| Name | Click or tap here to enter text. | Rank/Title | Click or tap here to enter text. |

*\*taken to be signed if submitted electronically*