

Ecomessage

1. Subject

1.1 A brief description of the offense

1.2 Code name

1.3 Legal description of the offense (Reference number, Citation of legislation violated and legally possible penalties)

2. Place and method of discovery

2.1 Place where the offense was discovered (e.g. the name of a port or city). If on sea or open country side, indicate distance and direction to a known reference point.

2.2 Describe how the offense was discovered (e.g., customs control inspection, informant information, etc.)

2.3 City, Country where offense was discovered

3. Date and time

When the offense was discovered

4. Contraband products

4.1 Illegal wastes: Specify the nature of the wastes and their place of production; or Radioactive substances: Specify the nature of the radioactive substance; or, Wildlife: Specify the scientific and common names of the species involved, with a precise description of the specimen (e.g., live, dead, part or derivative, age, sex, etc.)

4.2 Quantity and estimated value: Specify the units of measure and the type of currency.

5. Identity of person(s) involved

Note: Items 5 a) to 5 l) must be completed for each person involved.

a) Date of arrest _____

b) Family name (& maiden name) _____

c) First name(s) _____

d) Sex _____

e) Alias(es) _____

f) Date and place of birth _____

g) Nationality _____

h) Address _____

i) Information contained on passport or national ID. Include numbers, place & date of issue, period of validity _____

j) Profession _____

k) If any, function in any of the companies mentioned in item 6

l) Other information: Numbers of telephone, fax, vehicle, etc. plus subject's function in the offense (courier, dealer, etc.)

6. Companies involved

Note: Items 6 a) to 6 f) must be completed for each business involved.

a) Type: Indicate the legal type of company

b) Name: Specify both the legal name and any trade names

c) **Activities**

d) **Address and telecommunications details of headquarters**

e) **Registration number** _____

f) **Business address & phone/fax — If not the same as item d)**

7. Means of transport and route

Provide maximum details on means and routes of transportation for violations involving transport of contraband.

8. Locations

a) **Country and town of origin:** For wildlife, indicate country of origin according to CITES (country where the specimen was taken from the wild or bred in captivity), as well as according to the Customs definition (country where the last substantial transformation occurred). Specimens originating from the sea should be indicated as "sea."

b) **Country of provenance:** Country of last re-export

c) **Country(ies) of transit:** As much as can be determined

d) **Country & address of destination:** Both the destination declared on transport documents, and the real destination, if known.

9. Identification of documents used

Specify the types of documents, including authorizations, transport documents, permits and certificates, invoices, etc. Specify if such documents are altered or fraudulent.

10. Law enforcement agency

Specify the name and address of the agency with primary responsibility for the case, along with telecommunications information and a contact person, if possible.

11. Modus operandi

Describe the modus operandi precisely, including: technique of concealment, type of packaging, techniques of document falsification, etc. as well as possible relationship with other cases. Attach photocopies of paperwork (e.g. false documents) and photos (e.g. container) that illustrate the modus operandi.

12. Additional information

Other details deemed relevant

13. Information requested

Do investigators need information available from foreign countries (e.g. details about a foreign national's arrest record or a freight forwarding company's history of violations)?
