

What we would like to see in the request letter

1. Point of the contact with regards to the request.
 - Certain times, there is a need to clarify the meaning of the request, but it would be time consuming via diplomatic channel. Thus it would expedite the whole process if the request letter includes contact information (preferably e-mail address) for the person who could communicate with our division in either Japanese or English.
2. The name and other facts to identify the suspect or defendant (to the extent known)
3. The nature and the stage of the investigation or prosecution which needing the evidence.
4. Facts that constitutes the alleged offence (elaborate with details for our dual criminality determination)
5. The applicable legal provisions for the offence
6. Requested assistance (to be specific)
 - If the requested assistance is obtaining a sworn testimony or providing an original article of the evidence, also provide the reason on why the evidence in that particular format is essential (also see “Types of possible assistance”).
7. Attach any necessary documents / evidence in order to execute the request (ex. questionnaire for the witness interview, any photos or documents to be shown to the witness,
 - if the requested assistance requires a warrant, we would need evidence to seek the warrants.
8. Deadline (if any and why)
 - It would be helpful if the deadline indicated is absolutely strict deadline as such that the assistance is no longer requested if the deadline is past.
 - Please be realistic with the deadline.
9. Confidentiality (if necessary)
10. Be mindful of the grounds for refusing to provide the assistance (see “Grounds to refuse the assistance”).
11. All above needs to be translated into Japanese.