

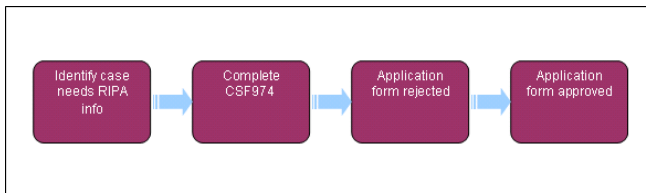


## RIPA - Apply For Information

The purpose of this procedure is to prepare an application for information covered by the regulation of investigatory powers act (RIPA). The information, which is obtained from communications service providers, (CSP) includes details of billing addresses, bank accounts and telephone numbers. Criminal legal enforcement investigators (at EO or HEO grade) can use this procedure to confirm the current location of an individual where other actions have failed.

An investigator must complete a Chapter 2 application form CSF974, ensuring as far as possible that the application contains sufficient information and is cost-effective. If the form is approved, the application proceeds. If it is rejected, the investigator records the reason/s and continues with the investigation to provide further information or justification that allows the application to be subsequently approved.

For more information refer to the Policy, Law and Decision Making Guidance 



### Identify case needs RIPA information

The powers of the Regulation of Investigatory Powers Act (RIPA) may be used for any case where a client or a third party may have committed an offence. Under the RIPA, the Child Maintenance Group (CMG) is not allowed to use other statutory powers (e.g. Section 15) to obtain communications data from a postal or telecommunications operator.

For more information refer to the Policy, Law and Decision Making Guidance 

1. Identify that the progress of enforcement on the case requires the acquisition of relevant communications data, including the billing address of a person to assist in proving residency, bank account information and ex-directory telephone numbers. Internet service providers are able to prove telephone numbers relating to the broadband line, billing address and bank account details.
2. Complete Chapter 2 Application form CSF974.
3. If an EO Investigator, proceed to **step 5**. If an HEO Investigator, proceed to **step 6**.



If, at any time during the RIPA process, any information comes to light (e.g. notification of change of circumstances) that closes the investigation or makes the acquisition of communications data no longer necessary, an email must be issued via the team leader (TL) to the single point of contact (SPOC) immediately, requesting RIPA action to be stopped and any notices issued to communications service providers (CSP) to be cancelled.

#### 4. You are now required to:

- Approve the application
- Reject the application because of insufficient information or
- Reject the application as not cost-effective

#### 5. If the application is approved:

6. Email CSF 974 to the communications data SPOC at the email Address CSA RIPA Communications Data. The email subject field must Include **RESTRICTED – PERSONAL DATA – RIPA Application (FAO SPOC)**. If the case is sensitive, the email subject field must include **RESTRICTED – PERSONAL DATA – SENSITIVE CASE RIPA Application (FAO SPOC)**.



Always request a delivery and read receipt when emailing the communications SPOC.

7. Once the read receipt has been received, permanently delete the application from your email account.
8. If the read receipt does not arrive within two hours, phone the SPOC to confirm the application has arrived. If the SPOC is not available, contact the deputy SPOC to arrange for the application to be actioned.



SPOC phone number: 01424 811429 or 01424 811431.

9. When the RIPA application has been e-mailed to the SPOC for assessment, update the notes/freetext facility on the CMS system.

10. The SPOC considers the RIPA referral. For more information refer to [RIPA - SPOC Considers Referral](#).

Chapter 2 Application form CSF974

[RIPA - SPOC Considers Referral](#)

[RIPA - SPOC Issues Notice](#)

[RIPA - Information Returned](#)

[RIPA - Pay Invoices](#)

[RIPA - Weed Applications](#)

[Terminology Changes](#)