



REFERRAL TO THE AFP

**TO: The Coordinator
Operations Monitoring Centre
Australian Federal Police**

Refer to the AFP Website for location details
(<http://afp.gov.au/contact>).

Investigation (part A)	<input type="checkbox"/>	Search Warrant Assistance (part A&C)	<input type="checkbox"/>
Proceeds of Crime (part A&B)	<input type="checkbox"/>	Forensic Assistance (part A&D)	<input type="checkbox"/>
Pre Referral Advice	<input type="checkbox"/>		

PART A – REQUEST FOR INVESTIGATION

Refer to the AFP Website for information relating to referring matters to the AFP. (<http://www.afp.gov.au/services/referrals>)

CONTACT DETAILS	
Referring Agency:	
Agency Reference Number / Operation Name:	
Referring Officer/ Case Officer Contact:	Name: Telephone: Address: Email: Signature of referring officer:
Date of Referral:	

REFERRAL DETAILS	
Allegation/Incident Description Relevant Act and Section/Penalty	
Period of Offence	
Incident Type	Date/Time Incident Start: Date/Time Incident End:
Property/Fraud Value	

SUSPECT DETAILS

Name	
Gender	
Date of Birth	
Address	
Postal Address	
Telephone	
Email	

CLIENT IMPACT

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

✓

	Critical	A matter is politically sensitive or goes to central issues of management of Agency or program.	
	Significant	A serious or complex crime has been committed which the Agency cannot resolve without AFP involvement.	
	Routine	AFP investigation desirable	
	Strategic Strike	A matter is defined as a strategic strike under a service agreement with the AFP	
	MOU/Agreement	As per agreed upon between referring Agency and the AFP	

BACKGROUND INFORMATION/EXECUTIVE SUMMARY

(A brief synopsis of events that have occurred and investigations conducted to date by referring Agency, including details of any witnesses)

SUPPORTING DOCUMENTATION

(Evidence gathered in relation to offences identified. Please attach copies of relevant documents and an Evidence Matrix)

- **Have you attached supporting documentation?**

YES / NO

If yes, list the documents attached and the relevant benefit to the investigation:

ADDITIONAL RELEVANT INFORMATION

Consideration to be given to prior convictions/history of related offences by suspect/s, whether the suspect/s is aware of the your Agency investigation/allegation, details of witnesses (please advise if any of these witnesses have been spoken to by the your Agency and the circumstances of the contact)

CONSIDERATION FOR A JOINT INVESTIGATION

Would your Agency like this matter to be considered as a referral for joint investigation? If so, the reason why and indicate you Agency's commitment in providing resources as required. (For Criminal Investigation referrals only)

PART B – PROCEEDS OF CRIME

Additional consideration and information required for Proceeds of Crime Referral:

- **Has this matter been considered for proceeds of crime referral?**

YES / NO

- **Has pre-referral consultation occurred with the AFP Financial Investigation Team (FIT)**

YES / NO

- **Provide a statement of known and/or potential assets, accounts (etc) suspected to be held by the suspect/s, defendants or relevant third parties.**
- **Provide an analysis of all debt collection activity undertaken or planned by your AGENCY.**
- **Your AGENCY to provide a commitment to ongoing and forensic accounting support in relation to the referral (if required).**
- **Your AGENCY is to be responsible for providing supporting material in an appropriate form in order to support proceeds of crime recovery process.**

PART C – REQUEST SEARCH WARRANT ASSISTANCE

Refer to the AFP Website for information relating to Search Warrants. (http://www.afp.gov.au/services/operational/search_warrants_procedures).

- **Location of search warrant(s)**
- **Proposed timings of warrants and/or details of any critical time frame**
- **Is your AGENCY prepared to met any additional cost (ie. out of metropolitan travel costs and any consumables utilised by the AFP)**

YES / NO

- **Is the affidavit attached?** (An investigator can consult the Commonwealth Director of Public Prosecution (CDPP) before applying for a warrant. CDPP can assist with checking warrants for format and technical issues, whilst the AFP is available to check content)

YES / NO

- **If applicable, provide a nominated CDPP case officer**
- **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)**

Other issues to be considered by your AGENCY:

- Whether the evidential material required is suitable for a criminal prosecution and not for disciplinary, administrative or civil proceedings
- Assurance that all relevant costs will be met by the requesting department (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
- Consideration of whether the execution of a search warrant is the most appropriate course to pursue at the time
- Determination of the department's resource capacity to assist in the execution of the search including specialist teams (ie: computer forensics)
- Consideration of utilising the assistance of the AFP Financial Investigation, Forensic Services or Information Management teams
- Approval (at appropriate level) on behalf of the Agency for the proposed course of action to be taken

PART D – REQUEST FOR FORENSIC ASSISTANCE

What forensic capacity does the referring Agency have or have access to, including the use of private forensic consultants?

(Considering the nature of the investigation, the referral request, it may be inappropriate to utilise private consultants.)

What Forensic assistance is sought from the AFP?

- **Handwriting and signature comparisons**
(Determination of authorship, detection of simulations)
- **Typewriting examinations**
(Identification of source typewriter, linking of documents, ribbon transcriptions)
- **Printed document examination**
(Examination for latent handwriting indentations, detection and interpretation of obliterations, erasures and alterations, document reconstructions tear line matching and other forms of image enhancement)
- **Ink and paper examinations**
(Differentiation of links, differentiations of papers)
- **Passport and identity document examinations**
(Examination of counterfeit and altered passports, Australian and other nationalities), travel visas, drivers licences and other forms of identification)
- **Determination of authenticity**
(Examination of birth certificates, naturalisation certificates, security documents and other official documentation)
- **High value document examinations**
(Examination of travellers cheque, bank and personal cheques, Australian and foreign currencies)
- **Credit card examination**
(Examination of counterfeit and altered credit cards)
- **Preliminary examinations**
(Preliminary over the counter advice on most examination can provide the investigator with valuable information that may impact on the direction of an investigation)
- **Computer Forensics**
- **Other (indicate if other Forensic assistance is sought)**

Approved by: name of Manager or their Delegate and relevant Agency

Date: