



SIRIUS guidelines for completing the European Preservation Order Certificate (EPOC-PR)

Practical guidance for judicial and law enforcement authorities

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Introduction

The *SIRIUS guidelines for completing the European Preservation Order Certificate* provide practical, step-by-step guidance for completing the certificate, as set out in Annex II to [Regulation \(EU\) 2023/1543](#) (the e-Evidence Regulation).

The guidelines are designed to be used as a practical tool in daily work. They focus on:

- clarity and completeness of information;
- consistency across sections;
- avoiding common errors that may lead to delays or refusals.

The guidelines are structured to follow the layout of the official forms. Each section of the certificate is explained in a consistent manner, including:

- a purpose statement describing the role of the section;
- general guidance applicable to the section as a whole;
- specific instructions for individual fields, where relevant.

Instructions specific to the use of the justice digital exchange system (JUDEX), a decentralised IT system, are highlighted.

The guidelines do not modify the content of the certificate, which is an integral part of the legislation and cannot be changed. The use and acceptance of the guidelines is voluntary and does not affect the obligations arising under EU law. They are without prejudice to the interpretation of EU law by the Court of Justice of the European Union. However, it is strongly recommended that issuing authorities use them to support the efficient, secure and timely preparation and transmission of the European Preservation Order Certificate (EPOC-PR) in practice.

These guidelines form part of a broader set of SIRIUS guidance materials assisting competent authorities in completing the EPOC-PR and the European Production Order Certificate. The following documents should be considered alongside the EPOC-PR guidance:

- the [Background note to the SIRIUS guidelines for completing the European Production Order Certificate \(EPOC\) and the European Preservation Order Certificate \(EPOC-PR\)](#), providing background information, context and explanations necessary to understand the scope and rationale of the guidelines;
- the [SIRIUS guidelines for completing the European Production Order Certificate \(EPOC\)](#).

SIRIUS guidelines for completing the European Preservation Order Certificate

General guidance

- An EPOC-PR should be **issued only if the conditions set out in the e-Evidence Regulation are fulfilled**.
- As a general rule, **JUDEX must be used for the transmission of an EPOC-PR. Alternative means of transmission can be used only if communication through JUDEX is not possible** (e.g. owing to a lack of connection to JUDEX, technical limitations, disruption of the system, inability to reach a specific service provider through JUDEX or the nature of the transmitted material). The use of **paper-based forms or physical transmission** is limited to exceptional circumstances.
- The EPOC-PR should be completed in a **language accepted by the addressee**.
- Ensure that the EPOC-PR is **completed carefully and in full**. Incomplete, inconsistent or unclear information may prevent the execution of the order by the addressee or lead to requests for clarification, resulting in delays.
- If a section is not applicable, leave it blank. If transmitting the certificate other than through JUDEX, submit the whole form and do not omit any inapplicable sections.
- When completing the EPOC-PR, ensure that the **electronic evidence to be preserved is described in a clear, precise and unambiguous manner**, and that **sufficient identifiers** are provided to enable the addressee to identify the data.
- Particular attention should be paid to **free-text fields**. Where machine translation is used, inaccuracies may occur, especially in the description of the data requested. The use of **clear, simple and structured wording** is therefore recommended.
- Where necessary, any **request to extend the preservation period should be made well in advance** of its expiry; last-minute requests may result in the deletion of data before the addressee is able to process the EPOC-PR or the extension request.

Under Regulation (EU) 2023/1543 of the European Parliament and of the Council the addressee of this European Preservation Order Certificate (EPOC-PR) must, without undue delay after receiving the EPOC-PR, preserve the data requested. The preservation must cease after 60 days, unless extended by the issuing authority by an additional 30 days, or the issuing authority confirms that a subsequent request for production has been issued. If the issuing authority confirms within those time periods that a subsequent request for production has been issued, the addressee must preserve the data for as long as necessary to produce the data once the subsequent request for production is received.

The addressee must take necessary measures to ensure the confidentiality, secrecy and integrity of the EPOC-PR and of the data preserved.

Section A: Issuing/validating authority

Purpose

- ✓ Section A identifies the authority issuing the EPOC-PR and, where applicable, the validating authority. It also records the case reference numbers needed to ensure proper identification and case tracking.

General guidance

- This section **must always be completed**.
- You are only required to provide the issuing EU Member State, the issuing authority and, where applicable, the validating authority in Section A.
- Detailed contact and identification information (e.g. email address, telephone number) should be provided for the issuing authority in Section F and, where applicable, for the validating authority in Section G.
- Ensure the **consistency of the information provided in Sections A, F and G**.
- When using JUDEX, **verify any prefilled information** before submission.

Certificate Field	Guidance Text
Issuing State:	➤ Enter the official name of the Member State in which the order is issued. ➤ When using JUDEX, this field is prefilled based on the platform login (single sign-in).
Issuing authority:	➤ Enter the official name of the competent authority issuing the order. ➤ When using JUDEX, this field is prefilled based on the platform login (single sign-in).
Validating authority (where applicable):	➤ Complete this field only if the order has been validated pursuant to Article 4(3)(b) of the e-Evidence Regulation. ➤ If the field is not applicable, leave it blank or indicate 'N/A' (not applicable) (for physical forms). ➤ Enter the official name of the competent judicial authority validating the order. ➤ When using JUDEX, select the validating authority from the list provided.
NB: details of issuing and validating authority to be provided at the end (Sections F and G)	
File number of the issuing authority:	➤ This field is not mandatory, but it is strongly recommended that the official reference or file number assigned by the issuing authority be included. ➤ The file number provides a clear and unique link between the EPOC-PR and the relevant proceedings in the issuing state. It enables the issuing authority to reliably trace the order to its case file and ensure consistency across correspondence and follow-up actions, and facilitates communication with the addressee. ➤ Where multiple orders relate to the same case, including the file number helps to facilitate continued oversight and avoid duplication of effort or confusion.



File number of the validating authority:

- This field is **not mandatory**, but it is **strongly recommended** that the official reference or file number assigned by the validating authority be included, where applicable.
- Where provided, it serves the same purposes as the file number of the issuing authority, in particular by enabling the validating authority to **trace and manage the order effectively**.

Section B: Addressee

Purpose

- ✓ Section B identifies the entity to which the EPOC-PR is addressed – the designated establishment or legal representative, or, in exceptional cases, a specified addressee. This ensures that the order reaches the correct legally responsible contact.

General guidance

- This section **must always be completed**.
- Indicate the **name and contact details of the designated establishment or legal representative**, or, in emergency cases, the specified addressee.
- Use the [European Court Database \(CDB\)](#), which provides information on competent authorities / courts, as the authoritative source for addressee information.
- When using JUDEX, **select the addressee from the list provided**. The CDB, linked to JUDEX, includes data regarding service providers' entity type (designated establishment or legal representative); their name; their territorial scope of designation/appointment, if a service provider is associated with several designated establishments or appoints several legal representatives; and their contact details (address/seat, phone number, email address, contact person).
- When not using JUDEX, some addressee data can be found in the **dedicated sections of the Judicial Library on the European Judicial Network website**.
- Provide information in the original language of the addressee (as included in the CDB). Do not translate names or official titles.
- If any contact information or the addressee's internal file number is unavailable, leave the corresponding fields blank or indicate 'Unknown' (for physical forms).

Addressee:

- ☐ Designated establishment
- ☐ Legal representative
- ☐ This order is issued in an emergency case to the specified addressee because the designated establishment or the legal representative of a service provider did not react to the EPOC-PR within the deadlines or has not been designated or appointed within the deadlines set out in [Directive \(EU\) 2023/1544](#) of the European Parliament and of the Council

- Enter the **full official name of the designated establishment or legal representative**, or, in emergency cases, the **specified addressee** (e.g. the parent company or a known operational contact). The latter applies only where the designated establishment or legal representative has not reacted by the deadline (or within the extension period) set in Article 11 of the e-Evidence Regulation, or has not been designated or appointed by the deadline set in [Directive \(EU\) 2023/1544](#) (the e-Evidence Directive). The option of addressing the EPOC-PR to a specified addressee is not envisaged in Article 7 of the e-Evidence Regulation.
- Select the **appropriate entity type** (designated establishment or legal representative).
- When using JUDEX, select the addressee from the list.

Address:	➤ Provide the complete postal address of the addressee. ➤ Include the street name and number, city or municipality, postal code and country. ➤ When using JUDEX, this field is prefilled based on the addressee selected and data available in the CDB.
Tel. No/Fax No/email (if known):	➤ Enter the available contact details of the addressee. ➤ Provide the full phone and fax numbers in international format, including the country code (e.g. +31 XX XXX XXXX). ➤ Use official institutional email addresses (no personal domains, such as @gmail or @yahoo) whenever possible. ➤ When using JUDEX, this field may be prefilled based on the addressee selected and data available in the CDB.
Contact person (if known):	➤ Where a specific person/entity at the addressee is responsible for EPOC-PR-related matters or relevant to the case, provide their full name and position or title. ➤ When using JUDEX, this field may be prefilled based on the addressee selected and data available in the CDB.
File number of the addressee (if known):	➤ Provide any internal reference or case number used by the addressee to track the case (e.g. when an EPOC-PR has been previously issued to the addressee in the same case).
Service provider concerned (if different from addressee):	➤ If the service provider is different from the addressee (e.g. when the service provider concerned is not established in the EU and has appointed a legal representative in the EU), specify the name of the service provider (the actual natural or legal person providing the service). ➤ If the addressee is the service provider (e.g. if it is established in the EU and the designated establishment is the EU establishment, or if no separate representative is appointed), leave the field blank.
Any other relevant information:	➤ Add details that may assist in identifying or contacting the correct entity, such as its preferred language of communication, or a specific point of contact or department. ➤ If the addressee is not the designated establishment or legal representative, briefly explain their role and relationship to the service provider and why the EPOC-PR is addressed to them.

Section C: Information to support the identification of data requested to be preserved (complete based on the information that is known and to the extent necessary to identify the data)

Purpose

- ✓ Section C provides the key information that enables the service provider to accurately identify the data requested to be preserved in the EPOC-PR. Providing precise and complete identifiers helps to prevent errors, delays or the preservation of unrelated data, enabling the efficient, lawful and proportionate execution of the order.

General guidance

- This section **must always be completed** (at least one identifier must be provided).
- When using JUDEX, select the appropriate type of identifier from the drop-down menu (available options include Internet Protocol (IP) address version 4 (IPv4); IP address version 6 (IPv6); IP address range; IP blocks; email address; telephone number; International Mobile Equipment Identity (IMEI) number; Media Access Control (MAC) address; the user or another unique identifier, such as a username, login ID or account name; and other) and provide the identifier itself.
- If more than one user or account is concerned, provide the **identifier type and the identifier itself for each**.
- When using JUDEX, select 'Add another identifier' to add additional users or accounts.
- When not using JUDEX, number each identifier and ensure that the numbering corresponds to the information provided in Section D.
- Where necessary, combine multiple identifiers to ensure that the data requested can be accurately identified (e.g. account name together with a telephone number or IP address).
- **Double-check all entries.** Incomplete or incorrect identifiers may result in delays, refusals or the preservation of incorrect data.
- Note that service providers may use **specific identifiers** for each of their services.
- The **CDB** provides **information on services** covered by the e-Evidence Directive for each service provider and may also include **identifiers linked to those services** (service providers may submit this additional information on a voluntary basis).
- The [SIRIUS platform](#) provides practical guidance on more than 80 service providers, including examples of valid identifiers.

IP address(es) and timestamps (incl. date and time zone):	➤ Provide the full IP address(es) (IPv4 or IPv6) together with the precise timestamp (date and time). ➤ Use the format DD/MM/YYYY to report the date, and clearly specify the time and the time zone used (e.g. 15/09/2025, 13:45 Coordinated Universal Time (UTC)).
Tel No:	➤ Provide the full phone number in international format, including the country code (e.g. +31 XX XXX XXXX).
Email address(es):	➤ Provide the complete email address(es).

IMEI number(s):	➤ Provide the full IMEI number(s) identifying the physical mobile device used to access the service.
MAC address(es):	➤ Provide the complete MAC address(es) identifying the specific hardware used to access the service.
The user(s) or other unique identifier(s) such as user name(s), login ID(s) or account name(s):	➤ Provide any unique identifiers not listed above .
Name(s) of the relevant service(s):	➤ Specify the service concerned (e.g. platform or application name). ➤ This information is essential for service providers offering multiple services , as it enables accurate and timely processing of the EPOC-PR.
Other:	➤ Provide any additional technical or account identifiers . These may include: • account recovery details (e.g. a recovery phone number or email address); • subscriber identifiers (e.g. International Mobile Subscriber Identity (IMSI), Integrated Circuit Card Identifier); • payment details linked to an account (e.g. credit card details (first six and last four digits together with transaction date, amount and expiry date)); • vehicle identifiers (e.g. licence plate numbers); • internal user or device IDs used by the service provider; • registrar identifiers (e.g. registrar name, Internet Assigned Numbers Authority ID, reseller name, associated account or ticket number); • domain-related identifiers (e.g. domain name; registry domain ID; server names; dates of registration, update and expiry).
If applicable, the time range of the data for which preservation is requested:	➤ Provide the time frame for any data with a temporal component and specify the identifier to which the frame relates. ➤ Specify start and end dates , including the time zone . ➤ Use the format: • start date (DD/MM/YYYY), clearly specifying the time and the time zone used (e.g. 15/09/2025, 13:45 UTC); • end date (DD/MM/YYYY), clearly specifying the time and the time zone used (e.g. 18/09/2025, 13:45 UTC). ➤ Be realistic and proportionate . Excessively broad time frames may lead to delays, legal challenges or practical difficulties due to the volume of data requested.



Additional information if needed:

- Provide any **contextual or clarifying information** that may assist the addressee in identifying the data requested, such as:
 - links between multiple accounts;
 - specific features or usage patterns of the service.
- When using JUDEX, use this field to explain, if applicable, that multiple identifiers relate to the same user or account to ensure the accurate identification of the data requested.
- Avoid repeating information already provided in this section.

Section D: Electronic evidence to be preserved

Purpose

- ✓ Section D specifies the electronic evidence that the addressee is required to preserve in response to the EPOC-PR. Clearly identifying the data requested ensures that the addressee can preserve the correct information promptly, accurately and in compliance with applicable legal safeguards.

General guidance

- This section **must always be completed** (at least one data category and corresponding dataset (subcategory) must be selected).
- Tick **only the box(es) strictly necessary** for the case. Avoid using vague terms such as 'all data' or 'all content'.
- **Be realistic and proportionate in terms of scope and time frame.** Excessively broad requests may lead to delays, legal challenges or practical difficulties due to the volume of data requested.
- The predefined subcategories may not fully correspond to the data held by the service provider. Use the 'Other' field only where necessary and describe the data requested clearly to avoid ambiguity.
- **Certain types of data may fall under different data categories** depending on the **service provider**, based on the nature of the data in relation to the services provided. For example, a date of birth, albeit usually considered subscriber data, could be considered content data for a service when the data go beyond the identification of the user / subscription holder.
- When using JUDEX, if data are requested for multiple users or accounts in Section C, Section D must be completed separately for each user or account, including at least one data category and the corresponding dataset for each user or account.
- When not using JUDEX, if data are requested for multiple users or accounts, ensure that the information regarding the data requested corresponds to the identifiers provided for each user or account in Section C. Section D must clearly specify, for each individual user or account, at least one data category and the corresponding dataset.
- **Cross-check all dates and time frames** for consistency with Section C.
- The CDB may contain information on the types of data available for each service, including data (sub)categories and retention periods. Service providers may submit this additional information on a voluntary basis.
- The [SIRIUS platform](#) provides practical guidance on more than 80 service providers, including information on how some of these providers categorise data.

This EPOC-PR concerns (tick the relevant box(es)):

(a)

☐ subscriber data:

- ☐ name, date of birth, postal or geographic address, contact information (email address, phone number) and other relevant information pertaining to the identity of the user/subscription holder

- Specify any **additional relevant subscriber data or identifiers** (e.g. account recovery keys).
- For **registries and registrars**, this may include registrant name, contact details, technical and administrative contacts, dates of domain creation and updating, status, servers name, billing information and abuse contact information.
- Be **specific and concise**.

☐ date and time of initial registration, type of registration, copy of a contract, means of verification of identity at the moment of registration, copies of documents provided by the subscriber ☐ type of service and its duration, including identifier(s) used by or provided to the subscriber at the moment of initial registration or activation (e.g. phone number, SIM-card number, MAC address) and associated device(s) ☐ profile information (e.g. user name, screen name, profile photo) ☐ data on the validation of the use of service, such as an alternative email address provided by the user/subscription holder ☐ debit or credit card information (provided by the user for billing purposes), including other means of payment ☐ PUK-codes ☐ other:	
(b) ☐ data requested for the sole purpose of identifying the user as defined in Article 3, point (10), of Regulation (EU) 2023/1543: ☐ IP connection records such as IP addresses / logs / access numbers together with other technical identifiers, such as source ports and time stamps or equivalent, the user ID and the interface used in the context of the use of the service, please specify, if necessary:	➤ Provide the time frame only if it differs from that specified in Section C. ➤ Use the format: • start date (DD/MM/YYYY), clearly specifying the time and the time zone used (e.g. 15/09/2025, 13:45 UTC); • end date (DD/MM/YYYY), clearly specifying the time and the time zone used (e.g. 18/09/2025, 13:45 UTC).

☐ time range of the data for which production is requested (if different from Section C): ☐ other:	
(c) ☐ traffic data: (i) for (mobile) telephony: ☐ outgoing (A) and incoming (B) identifiers (phone number, IMSI, IMEI) ☐ time and duration of connection(s) ☐ call attempt(s) ☐ base station ID, including geographical information (X/Y coordinates), at the time of initiation and termination of the connection ☐ bearer / teleservice used (e.g. UMTS, GPRS) ☐ other:	➤ Specify any additional relevant telephony traffic data (e.g. call-forwarding settings, roaming indicators). ➤ Be specific and concise.
(ii) for internet: ☐ routing information (source IP address, destination IP address(es), port number(s), browser, email header information, message-ID) ☐ base station ID, including geographical information (X/Y coordinates), at the time of initiation and termination of the connection(s) ☐ volume of data ☐ date and time of connection(s) ☐ duration of connection or access session(s) ☐ other:	➤ Specify any additional relevant internet traffic data (e.g. language preferences). ➤ Be specific and concise.
(iii) for hosting: ☐ logfiles ☐ tickets ☐ other:	➤ Specify any additional relevant hosting-related traffic data (e.g. administrative notes, access tokens, back-end logs). ➤ Be specific and concise.
(iv) other: ☐ purchase history ☐ prepaid balance charging history ☐ other:	➤ Specify any additional relevant traffic data (e.g. login rewards history). ➤ Be specific and concise.

(d) ☐ content data: ☐ (web)mailbox dump ☐ online storage dump (user-generated data) ☐ pagedump ☐ message log/backup ☐ voicemail dump ☐ server contents ☐ device backup ☐ contact list ☐ other:...	➤ Specify any additional relevant content data (e.g. calendar entries, drafts folder). ➤ Be specific and concise.
☐ Additional information in case necessary to (further) specify or limit the range of the requested data:	➤ Use this field to refine, limit or clarify the scope of the data requested. ➤ Do not repeat information already provided in the section. ➤ Where relevant, specify the time frame and time zone using the format: • start date (DD/MM/YYYY), clearly specifying the time and the time zone used (e.g. 15/09/2025, 13:45 UTC); • end date (DD/MM/YYYY), clearly specifying the time and the time zone used (e.g. 18/09/2025, 13:45 UTC).

Section E: Information on the underlying conditions

Purpose

- ✓ Section E sets out the legal and factual conditions underlying the issuance of the EPOC-PR. It ensures that the addressee understands the legal basis, the type of offence or proceedings concerned and any conditions relevant to the validity and execution of the EPOC-PR.

General guidance

- This section **must always be completed**.

(a) This EPOC-PR concerns (tick the relevant box(es)):	➤ One or both boxes may be ticked, depending on the context.
☐ criminal proceedings in respect of a criminal offence(s);	➤ Select this option if the EPOC-PR relates to the investigation or prosecution of a criminal offence.
☐ execution of a custodial sentence or a detention order of at least four months following criminal proceedings, imposed by a decision that was not rendered in absentia, in cases where the person convicted absconded from justice.	➤ Select this option if the EPOC-PR relates to the enforcement of a custodial sentence or detention order of at least four months, imposed following criminal proceedings not in absentia, where the convicted person has absconded.
(b) Nature and legal classification of the offence(s) in relation to which the EPOC-PR is issued and the applicable statutory provision:	➤ Specify the legal classification of the offence(s) and cite the relevant statutory provisions under national law. ➤ Use the official offence title(s) and precise legal references. ➤ Briefly describe the nature of the offence(s). ➤ Include definitions of key legal or technical terms where necessary. ➤ When the EPOC-PR relates to the execution of a custodial sentence or detention order, indicate the offence(s) for which the sentence was imposed. ➤ Avoid reproducing full legal provisions unless strictly necessary. ➤ Example: 'Computer fraud under Article 298(1) of the Criminal Code (maximum sentence: five years). Offence committed through a phishing attack targeting an online banking service.'

Section F: Details of the issuing authority

Purpose

- ✓ Section F provides the identification and contact details of the issuing authority. It enables the addressee and any enforcing authority to verify the origin and authenticity of the EPOC-PR, establish secure communication and ensure proper execution and follow-up.

General guidance

- This section **must always be completed** (including at least the name of the issuing authority).
- When using JUDEX, the information on the issuing authority and the file number provided in Section A is automatically copied to this section.
- When not using JUDEX, ensure consistency with the information provided for the issuing authority in Section A.
- Provide accurate and up-to-date contact details to facilitate communication, particularly in urgent cases.

The type of issuing authority (tick the relevant box/boxes):

- ☐ judge, court, or investigating judge
- ☐ public prosecutor
- ☐ other competent authority as defined by the issuing State

- Select the appropriate authority type in accordance with national law.

If validation is necessary, please fill in also Section G.

Please note that (tick if applicable):

- ☐ This EPOC-PR was issued for subscriber data, or for data requested for the sole purpose of identifying the user, in a validly established emergency case without prior validation, because the validation could not have been obtained in time, or both. The issuing authority confirms that it could issue an order in a similar domestic case without validation, and that *ex post* validation will be sought without

- Tick this option (regarding **emergency issuance without prior validation**) only if the EPOC-PR concerns subscriber data or data requested solely for the purpose of identifying the user, in a validly established emergency.
- All the following conditions must be met:
 - immediate action is necessary due to an imminent threat, as set out in Article 3(18) of the e-Evidence Regulation;
 - prior validation could not be obtained in time;
 - the issuing authority could issue such an order in a comparable domestic case without prior validation.
- Maintain a record of justification in the case file.
- Seek *ex post* validation within 48 hours.

undue delay, at the latest within 48 hours (please note that the addressee will not be informed).	
This emergency case refers to an imminent threat to the life, physical integrity or safety of a person or an imminent threat to a critical infrastructure as defined in Article 2, point (a), of Council Directive 2008/114/EC, where the disruption or destruction of such critical infrastructure would result in an imminent threat to the life, physical integrity or safety of a person, including through serious harm to the provision of basic supplies to the population or to the exercise of the core functions of the State.	
Details of the issuing authority, or its representative, or both, certifying the contents of the EPOC-PR as accurate and correct:	➤ When using JUDEX, certain fields may be prefilled based on the platform login (single sign-in). ➤ Where possible, provide contact details of a representative familiar with the case and able to communicate in a relevant language. ➤ If any contact information or the file number is unavailable, leave the corresponding fields blank or specify that the information is 'Unknown' (for physical forms).
Name of authority:	➤ Provide the official name of the competent authority issuing the EPOC-PR .
Name of its representative:	➤ Provide the name of the judge or prosecutor, or the name or personal identification number (for law enforcement personnel) of the official signing the EPOC-PR .
Post held (title/grade):	➤ Indicate the title or rank of the person signing the EPOC-PR (e.g. judge, public prosecutor, senior investigating officer).
File number:	➤ This field is not mandatory, but it is strongly recommended that the official reference or file number assigned by the issuing authority be included. ➤ The file number provides a clear and unique link between the EPOC-PR and the relevant proceedings in the issuing Member State. It enables the issuing authority to reliably trace the order to its case file and ensure consistency across correspondence and follow-up actions, and facilitates communication with the addressee.
Address:	➤ Provide the complete postal address of the issuing authority. ➤ Include the street name and number, city or municipality, postal code and country.
Tel. No: (country code) (area/city code)	➤ Provide the full phone number in international format, including the country code (e.g. +31 XX XXX XXXX). ➤ Where possible, indicate a number at which the issuing authority and/or its representative can be reached 24/7 or provide an alternative contact point.
Fax No: (country code) (area/city code)	➤ Provide the full fax number in international format , including the country code (e.g. +31 XX XXX XXXX).

	➤ Where possible, indicate a number at which the issuing authority and/or its representative can be reached 24/7 or provide an alternative contact point.
Email:	➤ Use an official institutional email address (no personal domains, such as @gmail or @yahoo). ➤ Ensure that the mailbox is regularly monitored.
Language(s) spoken:	➤ Indicate the languages in which the issuing authority and/or its representative can communicate.
If different from above, authority/contact point (e.g. central authority) which can be contacted for any question related to the execution of the EPOC-PR: Name of the authority/name: Address: Tel. No: (country code) (area/city code) Fax No: (country code) (area/city code) Email:	➤ Where necessary, provide contact details of another authority or contact point that can answer follow-up questions. ➤ Where possible, indicate a person familiar with the case who is easily reachable and able to communicate in a relevant language. ➤ Apply the same requirements for contact details as previously set out in this section. ➤ If any contact information is unavailable, leave the corresponding fields blank or specify that the information is 'Unknown' (for physical forms).
Signature of the issuing authority or its representative certifying the content of the EPOC-PR as accurate and correct:	
Date:	➤ Provide the date of signature in the format DD/MM/YYYY.
Signature:	➤ Sign the EPOC-PR using a qualified electronic signature, as defined in Regulation (EU) No 910/2014. ➤ When not using JUDEX, add an official stamp, electronic seal or equivalent form of authentication. ➤ When signing the certificate manually, use black or blue ink.

Section G: Details of the validating authority (complete if applicable)

Purpose

- ✓ Section G provides the identification and contact details of the validating authority. It enables the addressee and any enforcing authority to verify the origin and authenticity of the validation, establish secure communication and ensure proper execution and follow-up.

General guidance

- **Complete** this section only **if validation is required**. In this case, information on the validating authority (at least its official name) must be provided. If the section is not applicable, do not delete it – leave it blank (for physical forms).
- When using JUDEX, the information on the validating authority and the file number provided in Section A is automatically copied to this section.
- When not using JUDEX, ensure consistency with the information provided about the validating authority in Section A.
- Provide accurate and up-to-date contact details to facilitate communication, particularly in urgent cases.

The type of validating authority ☐ judge, court or investigating judge ☐ public prosecutor	➤ Select the appropriate authority type in accordance with national law.
Details of the validating authority, or its representative, or both, certifying the contents of the EPOC-PR as accurate and correct	➤ When using JUDEX, certain fields may be prefilled based on the platform login (single sign-in). ➤ Where possible, provide contact details of a representative familiar with the case and able to communicate in a relevant language. ➤ If any contact information or the file number is unavailable, leave the corresponding fields blank or indicate 'Unknown' (for physical forms).
Name of the authority:	➤ Provide the official name of the competent authority validating the EPOC-PR.
Name of its representative:	➤ Provide the name of the judge or prosecutor signing the EPOC-PR.
Post held (title/grade):	➤ Indicate the title of the person signing the EPOC-PR (judge or public prosecutor).

File number:	➤ This field is not mandatory, but it is strongly recommended that the official reference or file number assigned by the validating authority be included here. ➤ The file number provides a clear and unique link between the EPOC-PR and the relevant proceedings in the issuing Member State. It enables the issuing authority to reliably trace the order to its case file and ensure consistency across correspondence and follow-up actions, and facilitates communication with the addressee.
Address:	➤ Provide the complete postal address of the validating authority. ➤ Include the street name and number, city or municipality, postal code and country.
Tel. No: (country code) (area/city code)	➤ Provide the full phone number in international format, including the country code (e.g. +31 XX XXX XXXX). ➤ Where possible, indicate a number at which the validating authority and/or its representative can be reached 24/7 or provide an alternative contact point.
Fax No: (country code) (area/city code)	➤ Provide the full fax number in international format, including the country code (e.g. +31 XX XXX XXXX). ➤ Where possible, indicate a number at which the validating authority and/or its representative can be reached 24/7 or provide an alternative contact point.
Email:	➤ Use an official institutional email address (no personal domains, such as @gmail or @yahoo). ➤ Ensure that the mailbox is regularly monitored.
Language(s) spoken:	➤ Indicate the languages in which the validating authority and/or its representative can communicate.
Date:	➤ Provide the date of signature in the format DD/MM/YYYY.
Signature:	➤ Sign the EPOC-PR using a qualified electronic signature, as defined in Regulation (EU) No 910/2014. ➤ When not using JUDEX, add an official stamp, electronic seal or equivalent form of authentication. ➤ When signing manually, use black or blue ink.