**PRESERVATION REQUEST**

**INSTRUCTIONS FOR COMPLETING AND SUBMITTING THIS FORM**

1. ***Please complete all required sections*** (fields) in the form.

2. ***Please ensure you have provided a valid ChatGum usernam*e (**which may contain spaces).

3. *This form must be submitted from* ***your official agency email address****.*

***4.*** To submit the form and ensure quick processing***, please email support+lawenforcement@ChatGum.com from your agency email, with the subject line “PRESERVATION REQUEST”.***

**PLEASE NOTE**

Requests that are submitted without a valid ChatGum username **cannot be processed.**

**Date of request:** YYYY-MM-DD

**File Number**

AGENCY FILE OR REFERENCE NUMBER

**PRESERVATION REQUEST**

I, **FIRST AND LAST NAME,** am a peace officer duly sworn in the jurisdiction of STATE AND COUNTRY, holding the rank or position of RANK AND/OR POSITION, in the NAME OF POLICE AGENCY.

In accordance with my duties and authority as a peace officer, I am conducting a criminal investigation and I require that all account information be preserved while I obtain a valid Court Order to request the release of the information.

Please provide ChatGum with the username(s) separated by a comma:

Please indicate a list of the data you’d like to be preserved:

 LIST OF DATA REQUIRED

Please provide a date frame for the information:

YYYY-MM-DD TO YYYY-MM-DD

This preservation request is:

**New preservation request**

**Extension of preservation request under ChatGum ticket reference # \_**######

PLEASE NOTE CHATGUM WILL PRESERVE INFORMATION FOR A MAXIMUM OF 90 DAYS UNLESS AN EXTENSION REQUEST IS RECEIVED

The request for information I am making relates to a lawful criminal investigation. The information requested and the existence of this query should not be further disseminated or divulged outside the purpose for which it is requested of you, as doing so could seriously compromise an ongoing criminal investigation. Failure to maintain the confidentiality of this request may be construed as obstructing, perverting or defeating the course of justice.

Please provide an acknowledgement of receipt of this preservation request to my agency email address as follows:

**EMAIL ADDRESS:**

|  |  |
| --- | --- |
| **Peace Officer Name** | FIRST AND LAST NAME |
| **Peace Officer Badge/Identification****#/SPOC ID** | AGENCY BADGE OR ID NUMBER |
| **Peace Officer Telephone Number** | PLEASE INCLUDE COUNTRY AND/OR AREA CODE |
| **Supervisor’s Rank and Name** | FIRST AND LAST NAME |
| **Supervisor’s Telephone Number** | PLEASE INCLUDE COUNTRY AND/OR AREA CODE |