



## **SURVEILLANCE REQUEST**

### **Client Information**

*(form considered private when completed)*

<b>Client Name:</b>	
<b>Contact Information:</b> phone, email	
<b>Address:</b> for accounting	

Internal	
File No.:	
Open Date:	
Category:	
File Manager:	
Budget:	

### **Subject Information**

<b>Name &amp; aliases:</b>	
<b>Date of birth or age:</b>	
<b>Physical description:</b> include photos if available	
<b>Residential address:</b>	
<b>Vehicle:</b>	
<b>Family info.:</b> married, children	
<b>Employment info.:</b>	
<b>Social media:</b> Facebook, Instagram	
<b>Known appointments:</b> upcoming events	
<b>Additional info:</b> habits, sports, gym, cottage, etc.	
Miscellaneous:	



## ***Investigative Request - Surveillance Objective***

- What type of information is being requested?
- For what purpose is the information being requested: workplace matter, court proceedings, safety concern etc.?
- Include preference for date and times of surveillance/investigation to assist in planning.

### **Payment Information**

The following are payment /retainer options. Please discuss with your file manager.

- Interac Email Transfer      - Credit card
- Using PayPal                      - By cash, certified cheque or money order to our office.

\*Note If a scheduled surveillance is canceled less than 24 hours prior to scheduled start, a 2 hour preparation fee may be charged.

\*\*Note: if a report of our findings is required, a 1 hour administrative fee per day of surveillance is billed.