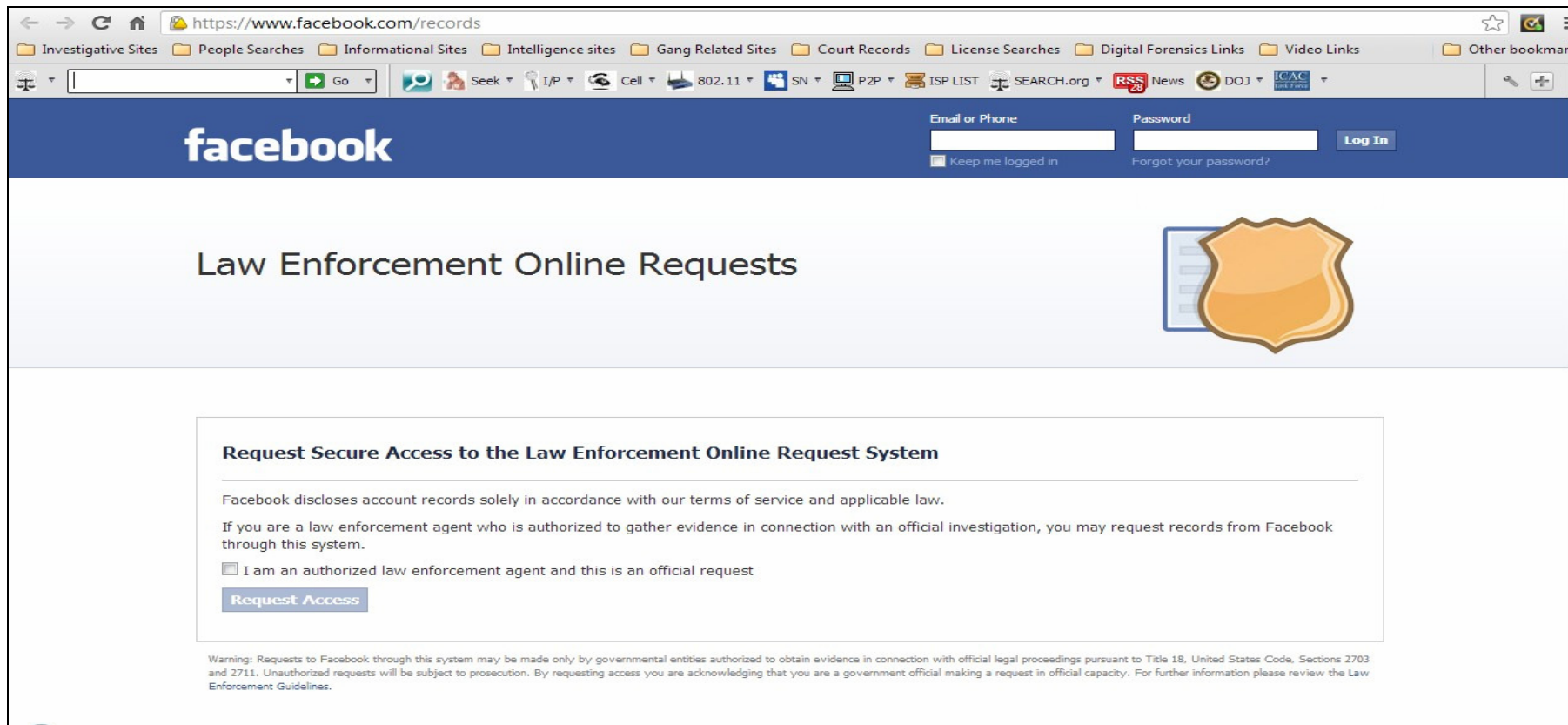


Facebook Law Enforcement Link for Record Requests

Officers are now able to send Facebook.com records requests electronically through their website. Officers who have reason to believe that evidence may be found on Facebook may submit a record request online. As with all digital investigations, your first step upon learning that there may be digital evidence on Facebook is to send a Preservation Letter notifying Facebook of pending legal process. Once legal process is received, you can upload a copy of this file through the Facebook record request site, and receive your request electronically.

The following is a step-by-step guide for LEO's to make the requests online.

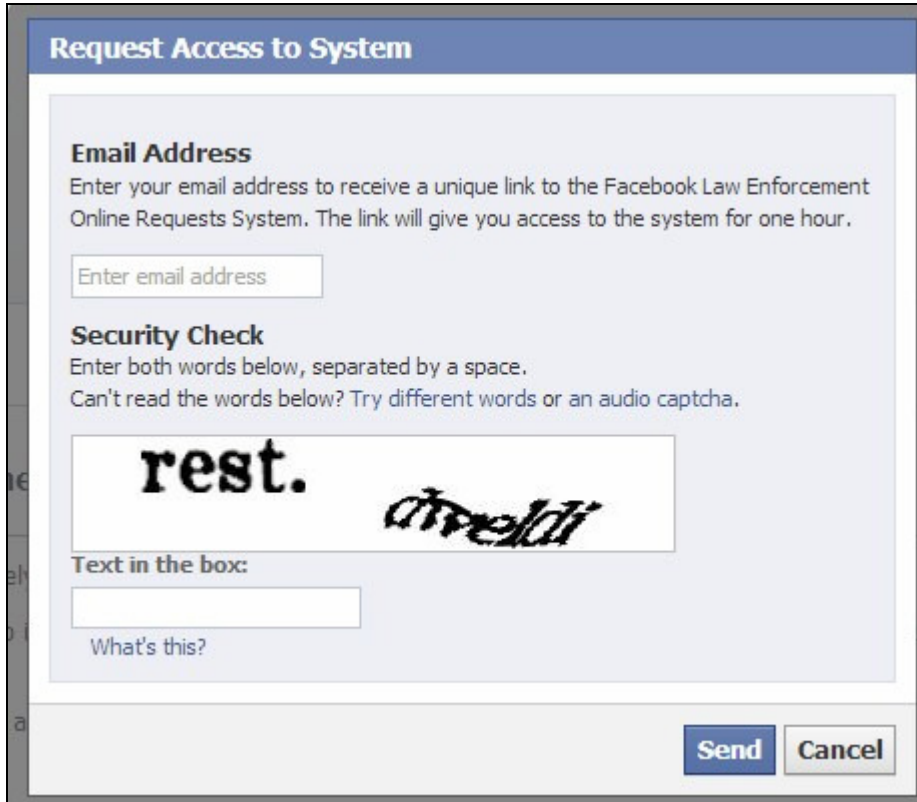
Step 1: Enter record request URL – www.facebook.com/records, and certify that you are an authorized Law Enforcement Agent by checking the box.



The screenshot shows a web browser window with the address bar displaying <https://www.facebook.com/records>. The browser's toolbar includes various icons and a search bar. The Facebook logo is prominently displayed on the left side of the page header. On the right side of the header, there are input fields for 'Email or Phone' and 'Password', along with a 'Log In' button and a link for 'Forgot your password?'. Below the header, the main heading reads 'Law Enforcement Online Requests' next to a shield icon. A central box titled 'Request Secure Access to the Law Enforcement Online Request System' contains the following text: 'Facebook discloses account records solely in accordance with our terms of service and applicable law. If you are a law enforcement agent who is authorized to gather evidence in connection with an official investigation, you may request records from Facebook through this system.' Below this text is a checkbox labeled 'I am an authorized law enforcement agent and this is an official request' and a 'Request Access' button. At the bottom of the page, a small warning states: 'Warning: Requests to Facebook through this system may be made only by governmental entities authorized to obtain evidence in connection with official legal proceedings pursuant to Title 18, United States Code, Sections 2703 and 2711. Unauthorized requests will be subject to prosecution. By requesting access you are acknowledging that you are a government official making a request in official capacity. For further information please review the Law Enforcement Guidelines.'

Requests should be made from an official network (government IP address) or official account

Step 2: A pop up will appear requesting an official e-mail address. Submit your government e-mail account in the box below. Upon completion, a system notification will advise you to check your e-mail account for the token that will be used to access Facebook. No login or password will be required once the token is received.



Request Access to System

Email Address
Enter your email address to receive a unique link to the Facebook Law Enforcement Online Requests System. The link will give you access to the system for one hour.

Enter email address

Security Check
Enter both words below, separated by a space.
Can't read the words below? [Try different words](#) or [an audio captcha](#).

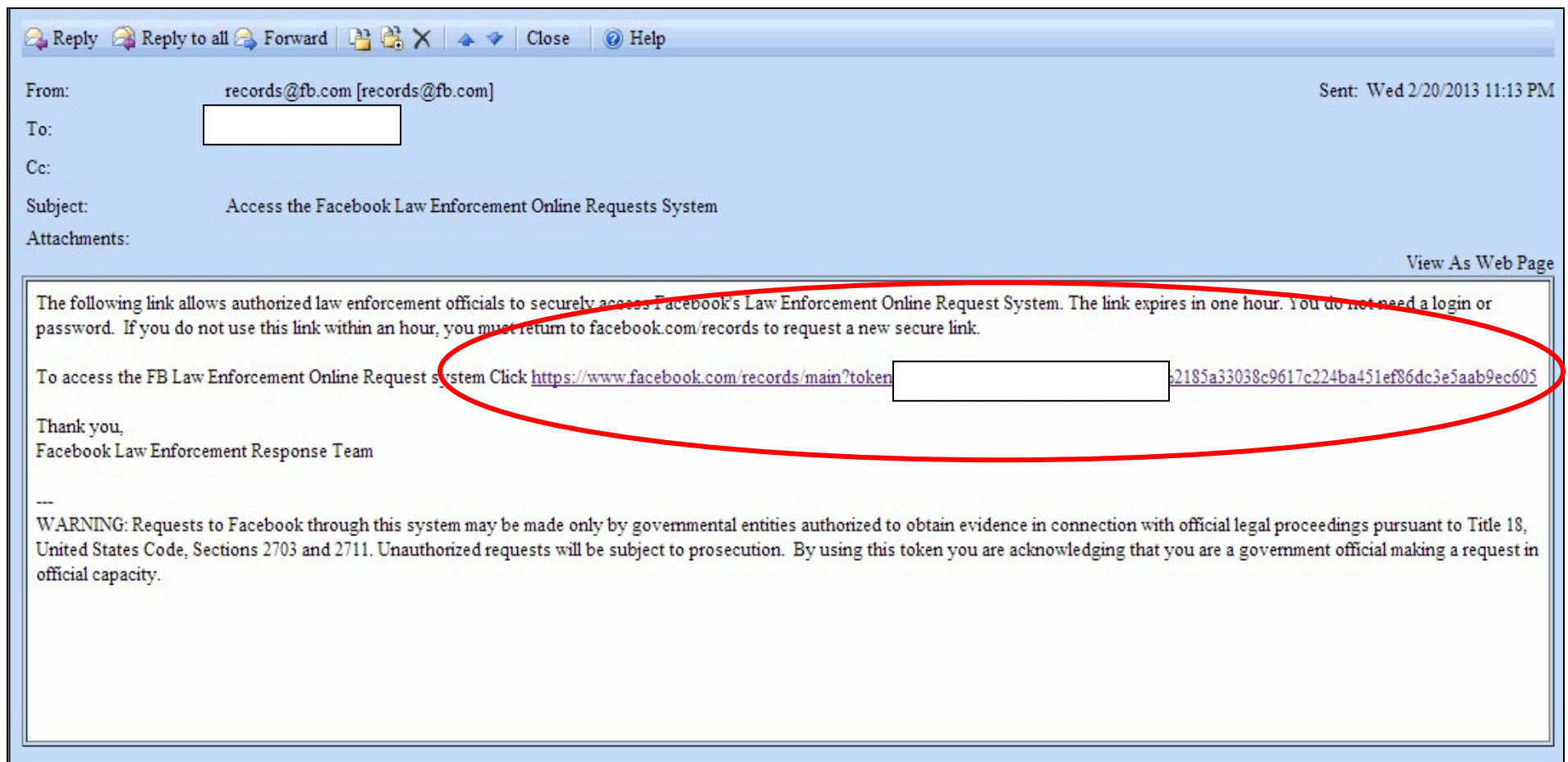
rest. arelli

Text in the box:

What's this?

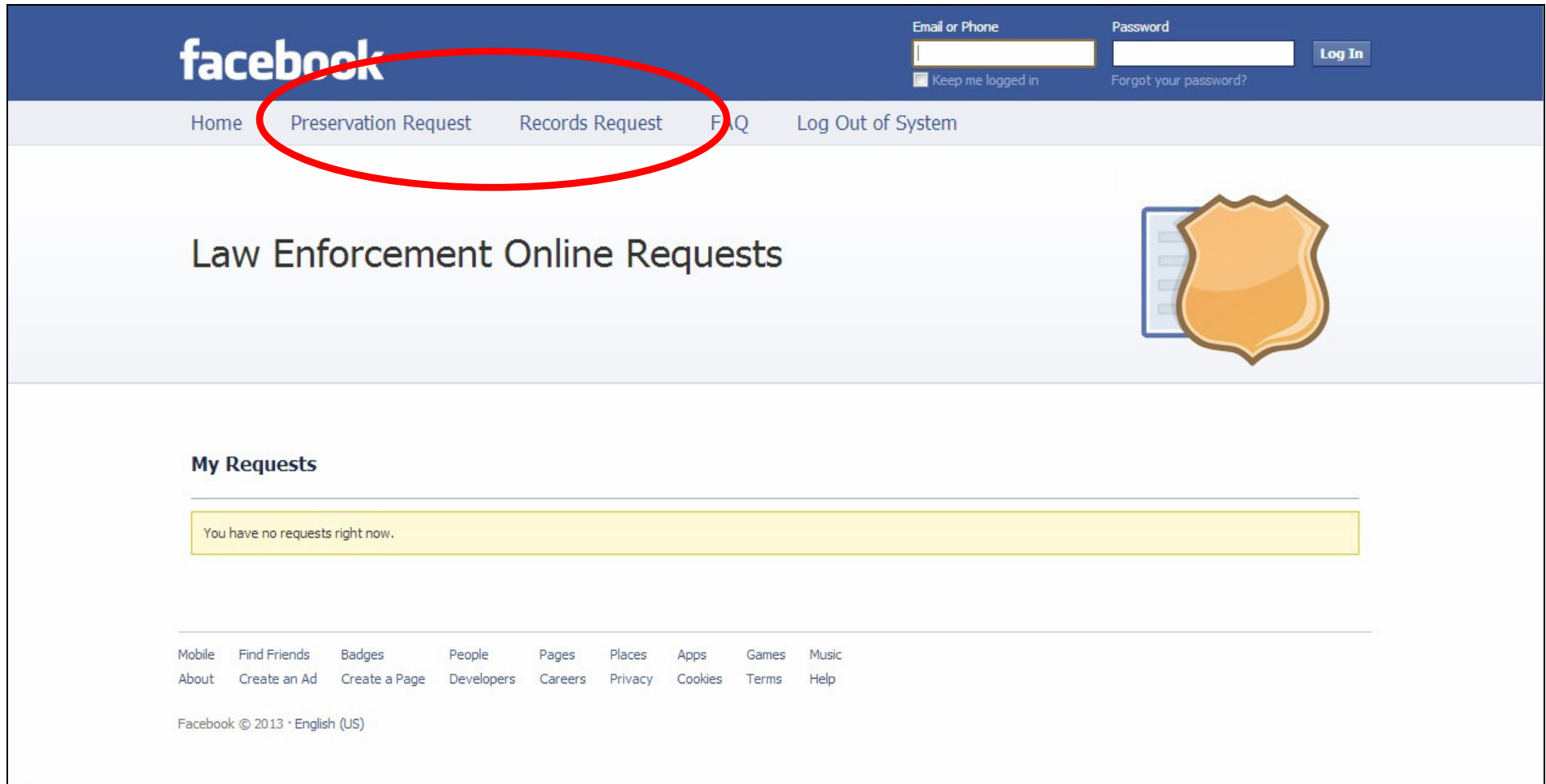
Send Cancel

Step 3: Check official e-mail for Facebook token, and access information. Click highlighted URL for access.



Note: Investigators will be allowed 1 hour to complete the request before the token expires. Do not utilize token until you have completed the legal process, and are ready to upload it.

Step 4: Officers will be transferred to the request page where each request can be made.



Note that there are separate tabs for preservation requests and records request.

Preservation Request: Preserve evidence and notify ISP of pending legal process

Record Request: Formal request with legal process (i.e.: Search Warrant, Court Order)

Note: Your records request will appear on the homepage in order of request.

Step 5: Preservation Request Submission

facebook

Email or Phone

Password

Log

Keep me logged in

Forgot your password?

HomePreservation RequestRecords RequestFAQLog Out of System

Preservation Request

Please complete all fields below to request preservation of account records. We will take steps to preserve account records in connection with official criminal investigations for 90 days pending our receipt of formal legal process. Additional information can be found in our [Law Enforcement Guidelines](#).

Requestor Information

Email:

Name:

Location:

Postal Code:

Business Phone:

Organization Name:

Title:

Request Details

Internal Case Reference Number [?]

Account Owner or Owners [?]

Documentation [?] **Please attach all relevant legal documents**
Must be PDF, JPG, PNG or other common image formats
 No file chosen

Fill out appropriate sections as indicated.

Use official e-mail.

Upload a scanned Preservation Letter request with the investigators signature on agency letterhead.

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Step 6: Upon receipt of Legal Process (Search Warrant, Court Order, etc.). Officers will submit the request through the same Facebook LE Portal.

Records Request

Please complete all fields below and be sure to attach all relevant documentation. A U.S. search warrant, Mutual Legal Assistance Treaty (MLAT) or letter rogatory is generally required to compel disclosure of user content.

Facebook reviews each request separately and discloses account records solely in accordance with our terms of service and applicable law. [Click here](#) to review our Law Enforcement Guidelines.

Requestor Information

Email:

Name:

Location:

City/State/Country

Postal Code:

Business Phone:

Organization Name:

Title:

Request Details

Internal Case Reference Number [?]

Legal Process [?]

Select One ▾

Nature of Case [?]

Select One ▾

Legal Process Signed Date [?]

2/20/2013

Request Due Date [?]

2/20/2013

Account Owner or Owners [?]

Type the user ID, vanity URL or email address of each account owner, then hit Enter

Requesting Records Beginning [?]

2/20/2013

Requesting Records Ending [?]

2/20/2013

Note: Officers will complete request as indicated and annotate each requested piece of information. Officers will be able to scan and upload the require legal process through the portal for submission. Upon completion of the submission process, officers will receive the requested information via e-mail from Facebook upon review of the submission. Officers should ensure they leave the appropriate contact information should Facebook have any questions.

Any questions or concerns please contact me at sdelrosario@bethlehem-pa.gov.

Sam Del Rosario