

**A HANDBOOK OF GUIDELINES FOR LAW  
ENFORCEMENT AGENCIES SEEKING  
ASSISTANCE OF  
INTERNATIONAL CRIMINAL POLICE  
ORGANIZATION(ICPO) INTERPOL**

**(May 2014)**



**INTERPOL**

**NATIONAL CENTRAL BUREAU  
NCB-INTERPOL-ISLAMABAD  
FIA HEADQUARTERS, G-9/4,  
ISLAMABAD, PAKISTAN**

**Ph: Director 051-9261303, Deputy Director 051-9260023, Assistant Director 051-9261588**

**Fax: 051-9260849, 051-9260863, Email: [directorncb@yahoo.com](mailto:directorncb@yahoo.com)**

**Website: [www.fia.gov.pk](http://www.fia.gov.pk), Helpline: 111-345-786**

**Message from Head of National Central Bureau**  
**NCB-INTERPOL, Islamabad**

The International Criminal Police Organization (INTERPOL) has been striving to curb the organized national and transnational crime through mutual cooperation and enhanced coordination of Law Enforcement Agencies (LEAs) of the world since 1914.

The INTERPOL being world's second largest international body after United Nations is committed to connecting LEAs to uphold the standard of justice by forestalling the criminal activities of organized rackets manoeuvring beyond national boundaries.

The need of compiling a guideline manual for the use of field units of Pakistani LEAs was being felt since long who actually utilize the tools of INTERPOL Notices for search, localization, apprehension and extradition of absconding accused to other INTERPOL Member States. This manual also highlights the salient features, objectives and procedure for the issuance of INTERPOL Notices and Diffusions and placement / deletion of accused names on/from ECL.

It is expected that this effort of NCB Islamabad will go a long way in bringing the fugitives of law to justice through concerted efforts of LEAs of Pakistan and other INTERPOL Member States.

26<sup>th</sup> May 2014



**Mr. MUHAMMAD GHALIB ALI BANDESHA (PSP)**  
**HEAD OF NATIONAL CENTRAL BUREAU**  
**NCB-INTERPOL, ISLAMABAD**  
**DIRECTOR GENERAL FEDERAL INVESTIGATION**  
**AGENCY (FIA)**

INTERPOL

## TABLE OF CONTENTS

<b>S #</b>	<b>Title</b>	<b>Page #</b>
<b>1</b>	<b>History</b>	<b>1</b>
<b>2</b>	<b>Vision &amp; Mission</b>	<b>2</b>
<b>3</b>	<b>Strategic Priorities</b>	<b>3</b>
<b>4</b>	<b>Important Articles of INTERPOL's Constitution</b>	<b>5</b>
<b>5</b>	<b>National Central Bureau (NCB) INTERPOL, Islamabad</b>	<b>6</b>
<b>6</b>	<b>INTERPOL Notices, Diffusions &amp; Route for Request</b>	<b>7</b>
<b>7</b>	<b>INTERPOL Notices &amp; Procedures</b>	<b>8</b>
<b>8</b>	<b>Procedure of Placement on ECL</b>	<b>15</b>

# **INTERNATIONAL CRIMINAL POLICE ORGANIZATION (ICPO) INTERPOL**

## **History**

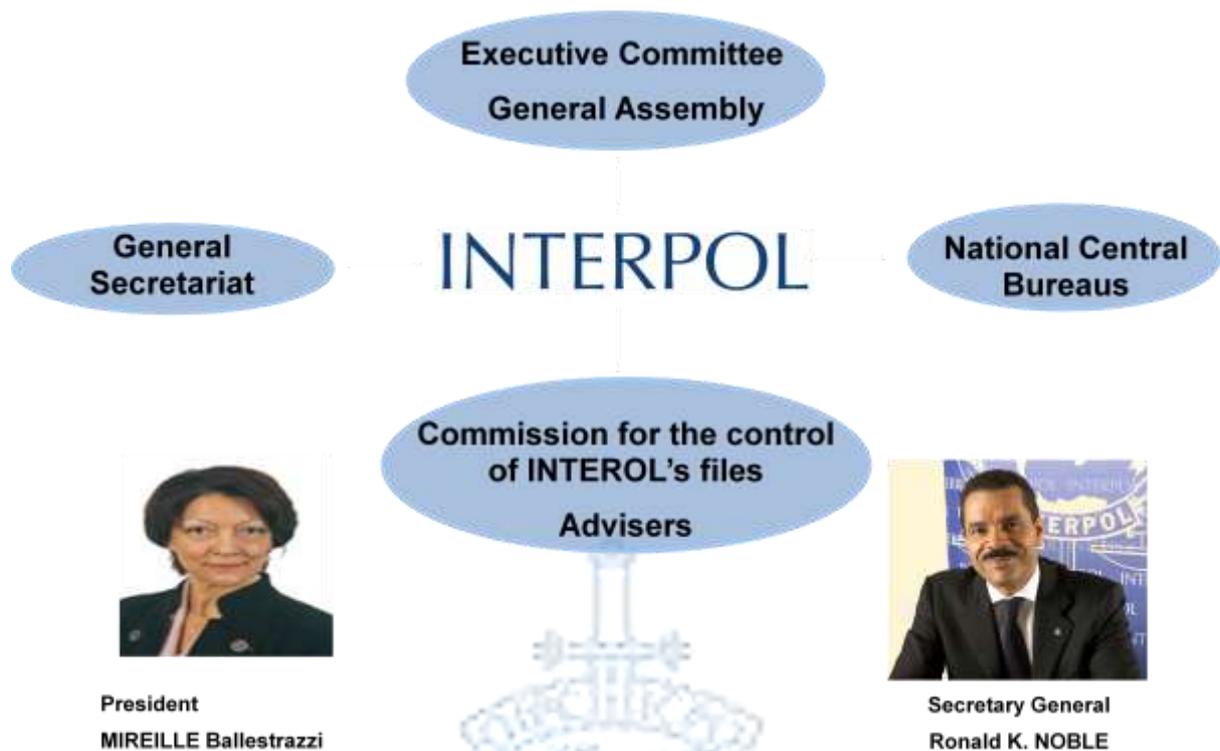
The idea of INTERPOL was born in 1914 at the first International Criminal Police Congress, held in Monaco. This meeting brought together police officers and judicial representatives from 24 countries to find ways to cooperate on solving crimes, notably arrest and extradition procedures, identification techniques and the idea of centralized criminal records.

Over the past 100 years, cooperation among police forces internationally has become firmly grounded in practice as crimes and criminals have moved increasingly beyond national borders.

Officially created in 1923, INTERPOL – the International Criminal Police Organization – has seen its membership grow steadily over the years. Today, 190 member countries work together on a daily basis, using the databases, tools and secure communications systems that the Organization offers.



**INTERPOL Secretariat General, Lyon, France**



While its vision and mission remain in line with the original goals of the meeting in 1914, the Organization continues to evolve in response to the needs of its member countries, the emergence of new crime trends, and innovations in technology.

## **Vision and Mission**

**The vision – what INTERPOL aspires to achieve**

**"Connecting police for a safer world"**

Our vision is that of a world where each and every law enforcement professional will be able through INTERPOL to securely communicate, share and access vital police information whenever and wherever needed, ensuring the safety of the world's citizens. We constantly provide and promote innovative and cutting-edge solutions to global challenges in policing and security.

## **The Mission – what INTERPOL does to achieve its vision**

### **"Preventing and fighting crime through enhanced cooperation and innovation on police and security matters"**

We facilitate the widest possible mutual assistance between all criminal law enforcement authorities. We ensure that police services can communicate securely with each other around the world. We enable global access to police data and information. We provide operational support on specific priority crime areas. We foster continuous improvement in the capacity of police to prevent and fight crime and the development of knowledge and skills necessary for effective international policing. We strive for innovation at all times, in the areas of police and security matters.

## **Strategic Priorities**

### **1: Secure Global Police Information System**

We run a secure global police information and support system that connects all 190 National Central Bureaus (NCBs), along with other authorized law enforcement agencies and strategic partners, allowing them to instantly access, request and submit vital data.

We are committed to making these tools and services more efficient and effective. In particular, we will maintain and reinforce the infrastructure serving all member countries (INTERPOL Secure Cloud) while ensuring the widest access possible to its products. We will also focus on the sharing of data and interoperability between INTERPOL and other systems.

### **2: 24/7 Support to Policing and Law Enforcement**

We provide round-the-clock support and a wide range of operational assistance to our member countries, including emergency and crisis response. We are committed to further improving response times, follow-up and the integrated nature of our response.

Objectives and activities are focused around supporting the development and capacities of our NCBs, the services provided by Command and Coordination Centre at INTERPOL General Secretariat General (IPSG), Lyon-France.

### **3: Innovation, Capacity Building and Research**

We are committed to enhancing the tools and services that we provide in the area of law enforcement training and to raising standards in international policing and security infrastructures. We remain committed to delivering high-level training and technical assistance, leveraging on law enforcement expertise and resources.

We will develop certification, accreditation and standards on policing and security matters, and support law enforcement in addressing new forms of crimes by providing cybercrime training and digital forensic assistance. In addition, we will seek to increase partnerships, research and innovation on security and give increased focus to capacity building efforts in post-conflict and/or risk areas.

### **4: Assisting in the Identification of Crimes and Criminals**

We provide the highest quality database services, analytical capabilities and other innovative tools to assist in preventing crime as well as assisting in the identification, location and arrest of fugitives and cross-border criminals. We aim to further improve our criminal information databases and better support their integration, along with analytical/investigative methods and mechanisms.

Objectives and activities will centre on improving the quality and quantity of information in our databases, providing operational and specialized investigative support to member countries, developing a global approach to integrated border management, and providing a platform on technologically enabled threats, including cybercrime.

## **Important Articles of ICPO-INTERPOL Constitution**

### **Article 3:**

*“It is strictly forbidden for the Organization to undertake any intervention or activities of a political, military, religious or racial character.”*

### **Article 31:**

*“In order to further its aims, the Organization needs the constant and active co-operation of its Members, who should do all within their power which is compatible with the legislations of their countries to participate diligently in its activities.”*

### **Article 32:**

*“In order to ensure the above co-operation, each country shall appoint a body which will serve as the National Central Bureau. It shall ensure liaison with:*

- a. The various departments in the country;*
- b. Those bodies in other countries serving as National Central Bureaus;*
- c. The Organization's General Secretariat.”*

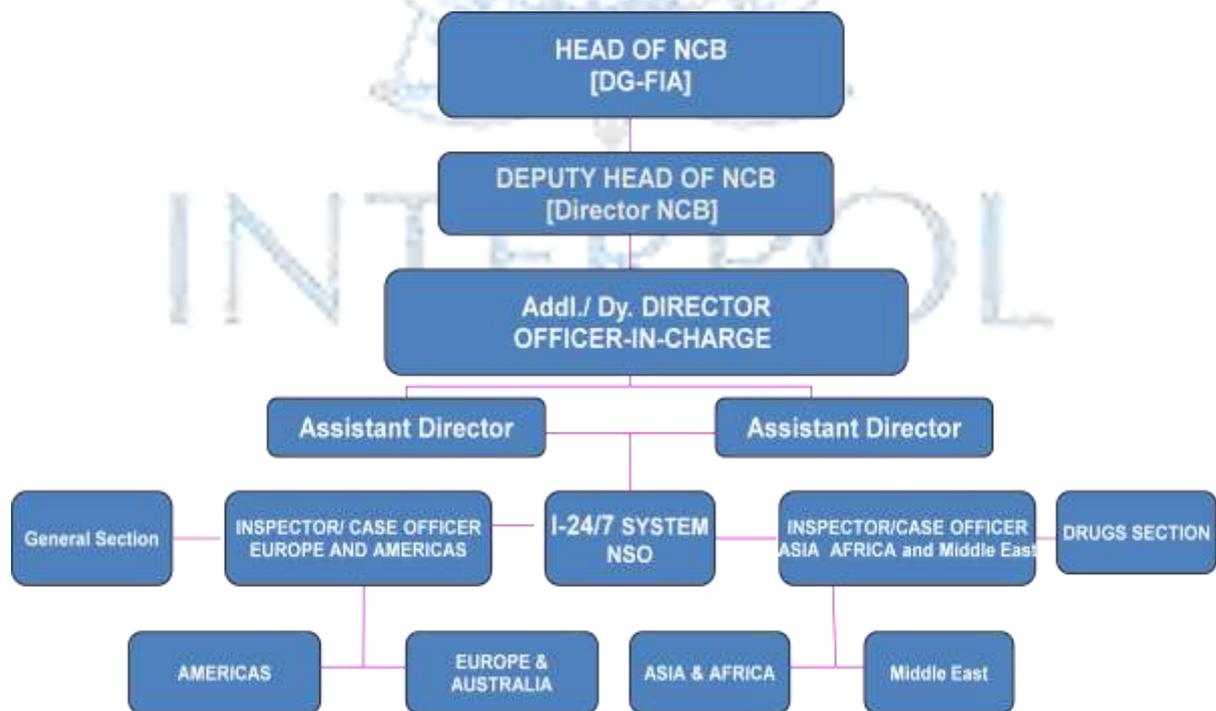
### **Article 33:**

*“In the case of those countries where the provisions of Article 32 are inapplicable or do not permit of effective centralized co-operation, the General Secretariat shall decide, with these countries, the most suitable alternative means of co-operation.”*

## **NATIONAL CENTRAL BUREAU (NCB) INTERPOL ISLAMABAD, PAKISTAN**

Pakistan became member of ICPC (International Criminal Police Commission) in 1952. ICPC renamed in 1956 as ICPO (International Criminal Police Organization). The National Central Bureau (NCB) of INTERPOL, Islamabad, Pakistan was set up in 1957 under the constitution of ICPO. NCB-Pakistan is based in FIA-Headquarters, Islamabad. The Director General of Federal Investigation Agency (FIA) is the Head of NCB Pakistan.

### **NCB-INTERPOL, ISLAMABAD'S HIERARCHICAL STRUCTURE**



# **INTERPOL NOTICES & DIFFUSIONS**

## **Notices**

INTERPOL Notices are International requests for cooperation or alerts allowing Police in member countries to share critical crime-related information.

Notices are published by INTERPOL's General Secretariat (IPSG) at the request of National Central Bureaus (NCBs) and authorized entities, and can be published in any of the Organization's official language (Arabic, English, French and Spanish).

In the case of Red Notices, the persons concerned are wanted by national jurisdictions for prosecution or to serve a sentence based on an arrest warrant or court decision. INTERPOL's role is to assist the national police forces in identifying and locating these persons with a view to their arrest and extradition or similar lawful action.

## **Route for Forwarding a Request for the Issuance of INTERPOL Notices**

The District Police Officer concerned or Officer In-Charge of the same level of the requesting Law Enforcement Agencies (LEAs) forwards the request for issuance of the INTERPOL Notice(s) to the Inspector General of Police/PPO, who forwards the same to the Home Department (the Provincial Government) for onward submission to the Ministry of Interior, Islamabad (approving/ competent authority). After approval, the Ministry of Interior refers the same to the Director General FIA/ Head of NCB-INTERPOL, Islamabad.

## **Diffusions**

INTERPOL Diffusion is an informal request for cooperation of alert mechanism. Although it is less formal than a notice but it is also used to request the arrest or location of an individual or additional information in relation to a police investigation. A diffusion is circulated directly by NCB-Islamabad to the INTERPOL member countries on the request of Pakistani Law Enforcement Agencies.

## **Route for Forwarding a Request for the Issuance of INTERPOL Diffusions**

The District Police Officer concerned or Officer In-Charge of the same level of the requesting Law Enforcement Agencies (LEAs) may refer the case directly for diffusion to Director, Additional Director or Deputy Director NCB-INTERPOL, FIA Headquarters, Islamabad.

# **INTERPOL NOTICES & PROCEDURES**

## **RED NOTICE**

### **Purpose**

The purpose of INTERPOL Red Notice is to seek the location of a wanted person and his/her detention, arrest or restriction of movement for the purpose of extradition, surrender, or similar lawful action.

### **Requirements**

- Red Notice Application Form including date of birth on the format of INTERPOL (dd/mm/yyyy) duly filled in by the DPO
- Copy of FIR alongwith English Translation
- Statements of Witnesses U/s 161 Cr.PC
- Summary/History of the case in English, Date and facts of the case in (dd/mm/yyyy) format
- Warrant of arrest u/s 204 Cr.PC issued by the Court
- Proclamation order against accused u/s 87, 204 Cr.PC by the Court
- Perpetual Warrant of arrest u/s 512 Cr.PC by the Court
- PISCES/IBMS verification/Travel History
- Photograph & Travel Documents of accused
- VERISYS information (CNIC)/Copy of CNIC or CNIC number
- Regions/Countries likely to be visited

### **Route for Request**

Route for forwarding a request for the issuance of Red Notice is given at page # 7

## **YELLOW NOTICE**

### **Purpose**

The purpose of INTERPOL Yellow Notice is to locate a missing person or to identify a person unable to identify himself/herself.

### **Requirements**

- Yellow Notice Application Form including date of birth on the format of INTERPOL (dd/mm/yyyy) duly filled in by the DPO
- Copy of FIR alongwith English Translation/ Police Report
- Summary/History of the case in English, Date and facts of the case in (dd/mm/yyyy) format
- Photograph & Travel Documents of missing person
- Distinguishing Marks, Teeth
- Regions/Countries likely to be visited
- VERISYS information (CNIC)/Copy of CNIC or CNIC number

### **Route for Request**

Route for forwarding a request for the issuance of Yellow Notice is given at page # 7

## **BLUE NOTICE**

### **Purpose**

The purpose of INTERPOL Blue Notice is to obtain information/ locate/ identify a person of interest in a criminal investigation.

### **Requirements**

- Blue Notice Application Form including date of birth on the format of INTERPOL (dd/mm/yyyy) duly filled in by the DPO
- Copy of FIR alongwith English Translation
- Statements of Witnesses U/s 161 Cr.PC
- Summary/History of the case in English, Date and facts of the case in (dd/mm/yyyy) format
- Proclamation order against accused u/s 87, 204 Cr.PC by the Court
- Regions/Countries likely to be visited
- PISCES/IBMS verification/Travel History
- Photograph & Travel Documents of accused
- VERISYS information (CNIC)/Copy of CNIC or CNIC number

### **Route for Request**

Route for forwarding a request for the issuance of Blue Notice is given at page # 7

## **GREEN NOTICE**

### **Purpose**

The purpose of INTERPOL Green Notice is to warn about a person's criminal activities.

### **Requirements**

- Green Notice Application Form including date of birth on the format of INTERPOL (dd/mm/yyyy) duly filled in by the DPO
- Copy of FIR alongwith English Translation
- Statements of Witnesses U/s 161 Cr.PC
- Summary/History of the case in English, Date and facts of the case in (dd/mm/yyyy) format
- Accused's Criminal history/background
- PISCES/IBMS verification/Travel History
- Photograph & Travel Documents of accused
- VERISYS information (CNIC)/Copy of CNIC or CNIC number

### **Route for Request**

Route for forwarding a request for the issuance of Green Notice is given at page # 7

## **BLACK NOTICE**

### **Purpose**

The purpose of INTERPOL Black Notice is to identify dead bodies.

### **Requirements**

- Black Notice Application Form including date of birth on the format of INTERPOL (dd/mm/yyyy) duly filled in by the DPO
- Copy of FIR alongwith English Translation
- Summary/History of the case in English, Date and facts of the case in (dd/mm/yyyy) format
- Circumstances of discovering the Body
- Estimated date of death
- Cause of Death
- Identity Particulars
- Gender, Age, Photograph, Distinguishing Marks, Teeth
- Country of origin, Nationality
- Additional Information

### **Route for Request**

Route for forwarding a request for the issuance of Black Notice is given at page # 7

## INTERPOL UN SPECIAL NOTICE

### **Purpose**

INTERPOL UN Special Notice is to inform that an individual or an entity is subject to UN Security Council Sanctions and it is issued by the INTERPOL Secretariat General (IPSG), Lyon-France on the request of United Nations.

## ORANGE NOTICE

### **Purpose**

INTERPOL Orange Notice is published to warn of an event, a person, an object, a process or a modus operandi representing an imminent threat to public safety and likely to cause serious damage to property or injury to persons.

### **Route for Request**

Route for forwarding a request for the issuance of Orange Notice is given at page # 7

## PURPLE NOTICE

### **Purpose**

The purpose of INTERPOL Purple Notice is to To: (a) warn about modus operandi, objects, devices or concealment methods used by offenders, and/or (b) request information on offences to resolve them or assist in their investigation.

### **Route for Request**

Route for forwarding a request for the issuance of Purple Notice is given at page # 7

## **INTERPOL DIFFUSIONS**

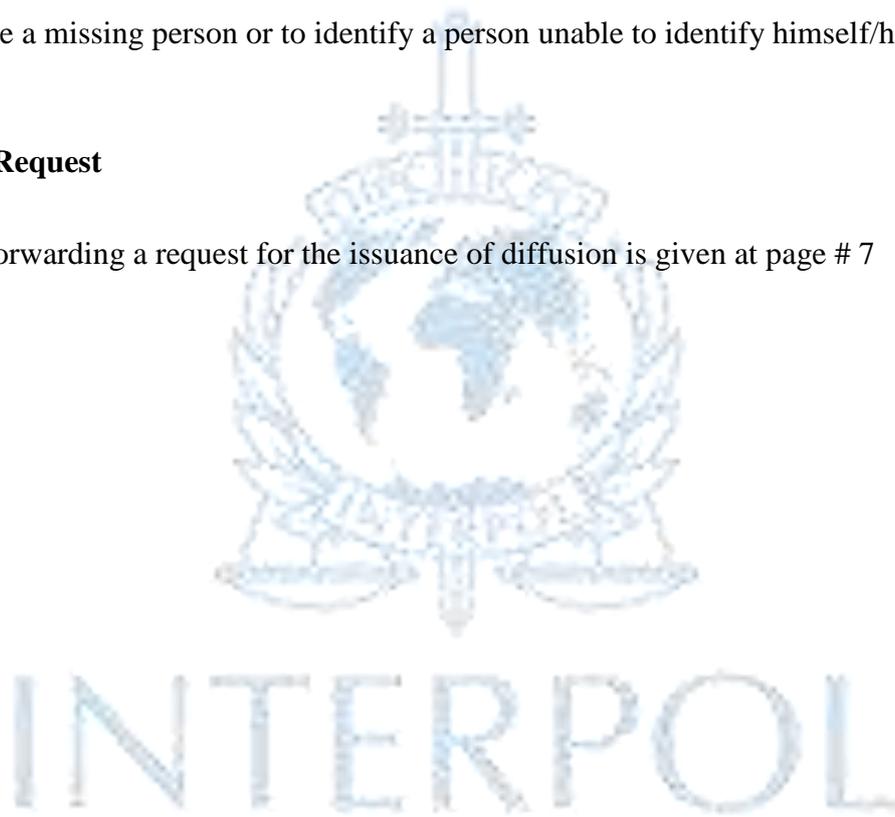
### **Purpose**

INTERPOL Diffusion is an informal request on I-24/7 communication system:

- a. To seek the location and arrest of a person with a view to his/her extradition.
- b. To obtain information/ locate/ identify a person of interest in a criminal investigation.
- c. To warn about a person's criminal activities.
- d. To locate a missing person or to identify a person unable to identify himself/herself.

### **Route for Request**

Route for forwarding a request for the issuance of diffusion is given at page # 7



## **PROCEDURE OF PLACEMENT ON/ DELETION FROM EXIT CONTROL LIST (ECL)**

### **Criteria for Placement on ECL**

Federal Investigation Agency (FIA) often receives requests from the Provincial Police Departments for placing certain wanted persons on ECL. The placement/ removal of the names of persons on/ from ECL is made by the Ministry of Interior, which has laid down the following criteria for the purpose as already circulated to all Inspector Generals of Police and all Home Secretaries vide FIA Immigration Wing's letter No. FIA/IMM/F-5(1)/HQ/2013/8480-95, Islamabad dated 23<sup>rd</sup> September 2013:

### **For Placement on ECL**

- i. Persons involved in mass corruption and misuse of power/ authority causing loss to Government funds/ property.
- ii. Government employees involved in economic crime where large government funds have been embezzled or institutional frauds have been committed.
- iii. Hardened criminals involved in acts of terrorism/ conspiracy, heinous crimes and threatening national security.
- iv. Key directors of firms having tax defaults/ liabilities of Rs. 10 million or above.
- v. Only 2-3 key/main directors of firms having more than Rs. 100 million loan default/ liabilities.
- vi. Names of persons forwarded by Registrar of the High Courts/ Supreme Court of Pakistan or Banking Courts only.
- vii. Persons involved in drugs trafficking.

### **Not to be Placed on ECL**

- i. Persons involved in private disputes where Government interest is not at stake, except cases of fraud against foreign banks and reputable companies with significant foreign investments.

- ii. Private individuals involved in heinous crimes like murder and decoityetc, unless special grounds are furnished by the Home Departments concerned.
- iii. Directors of companies who are representing foreign investment in business.
- iv. Ladies/ children undergoing education who are appearing as directors merely due to their family relationship with major shareholder.
- v. Cases/ requests for placement on ECL without full identification particulars, detailed reasons/ grounds may not be considered/ entertained.

**Policy for Retention/ Deletion in respect of the following Categories of Persons already Placed on ECL**

S #	Point	Proposed Policy
1	Who have gone abroad/ absconded	Their names may be retained on ECL to apprehend them on return.
2	In Judicial custody	Since they can be released on bail by the Courts any time, their names should be retained on ECL.
3	Convicted	Names of such persons should be retained on ECL till conviction attains finality.

**Requirements for Inclusion in ECL**

Request for inclusion of names of accused persons in ECL be sent to the Ministry of Interior alongwith attested copy of FIR and warrant of arrest through Home Department directly. The request should contain all identification particulars of accused name, NIC/CNIC number, Passport number, age, parentage, date of birth and address etc.

**Deletion from ECL**

The concerned authority can request the Ministry of Interior for deletion of the name(s) of accused person(s) from ECL in case of his/her arrest, acquittal, death or closure of the case, following the same channel adopted at the time of placement his/ her name on ECL.

The Heads of concerned Law Enforcement Agencies may periodically review the name (s) of accused placed on ECL for retention/ deletion keeping in view the current status of the case as explained above.

**FIA is not competent to place or delete any name from ECL, Immigration Alert, Watch List.**

*On the direction of the Ministry of Interior vide letter No. 4/12/2009-ECL dated 07.12.2009 re-circulated on 22.12.2010, the maintenance of watch list by FIA stands discontinued. Hence all such cases in future be referred to the Ministry of Interior for their placement on ECL.*



*(Note: This handbook is compiled by Mr. Imran Shahid, PSP, QPM, Deputy Director & S.I Iftikhar Naseeb Khan, NCB – INTERPOL, Islamabad)*

*27<sup>th</sup> May 2014*