



EUROPEAN COMMISSION

European Court Database Notification Form for Service Providers

Data Management Functionalities for e-Evidence Digital Exchange System

Version: 1.0	European Court Database Notification Form for Service Providers	Date 2026-01-08
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Document Control Information

Settings	Value
Document Title	European Court Database Notification Form for Service Providers
Project Title:	e-Evidence Digital Exchange System
Document Authors:	Jakub, NAWROCKI, Tomasz KUROWSKI
Project Owner:	Tomasz Kurowski
Project Manager:	Tomasz KUROWSKI
Approved by:	Tomasz KUROWSKI
Doc. Version:	1.0
Sensitivity:	Commission use
Date:	2026-01-08

Table 1: Document Control Information

Document History

Date	Version	Updated Sections	Revised by	Comment
08/01/2026	1.0	All		Tomasz KUROWSKI

Table 2: Document History

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1. INTRODUCTION

1.1. Purpose of This Form

This notification form is designed for service providers to declare, amend, or revoke designated establishments and legal representatives in accordance with EU Directive 2023/1544 of the European Parliament and of the Council of 12 July 2023.

The directive lays down harmonised rules on the designation of designated establishments and the appointment of legal representatives for the purpose of gathering electronic evidence in criminal proceedings.

1.2. What is this form for?

This form allows service providers to officially inform EU authorities about their appointed representatives or designated offices for handling legal requests related to electronic evidence in criminal proceedings.

You can use this form to:

- **Announce** a new representative or office
- **Update** information about an existing representative or office
- **Cancel** a previously announced representative or office

1.3. Who Should Use This Form

This form is intended for:

- Service providers offering services under Article 2(1) of Directive (EU) 2023/1544
- Authorised representatives of service providers
- Legal representatives managing compliance with EU regulations

Important Notice

This form is not intended for collecting Personally Identifiable Information (PII) or securing sensitive data beyond what is required for regulatory compliance.

Table 3: Notification types

TYPE	WHEN TO USE	REQUIRED SECTIONS
Declaring	First-time announcement of a representative	All sections (A through G)
Amending	Updating existing information	Sections A and G only
Revoking	Canceling a representative	Sections A, B, C, and G

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2. BEFORE YOU BEGIN

2.1. Required Information

Before starting the form, please gather the following information:

2.2. For All Notification Types:

- EU Login credentials
- Member State information where DE/LR is declared
- Competent central authority details
- Authorised representative information (name, job title, contact details)
- Digital signature certificate for PDF signing

2.3. For New Declarations:

- Complete service provider details (name, registered seat, registration number, legal form)
- Designated Establishment or Legal Representative information
- Contact persons and emergency contacts
- List of services covered under the directive
- Official EU languages supported
- Technical connection information
- Available data types and retention periods

2.4. For Amendments:

- Identification of which section(s) are being amended
- Updated information for the amended sections

2.5. For Revocations:

- Effective date of revocation
- Detailed justification for the revocation

2.6. Technical Requirements

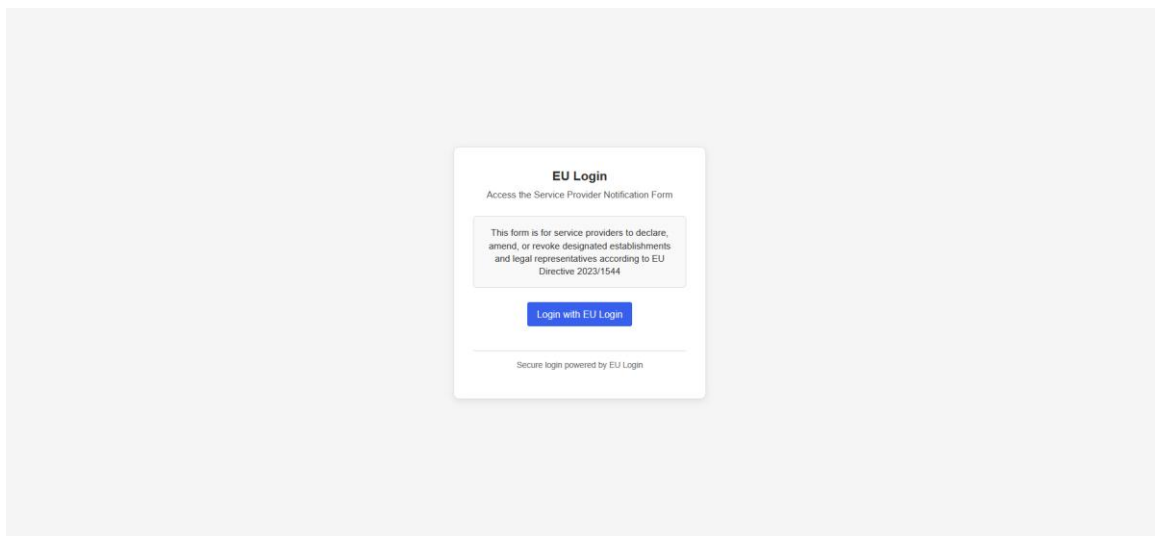
- Modern web browser (Chrome, Firefox, Safari, Edge - latest version)
- Stable internet connection
- PDF reader software
- Digital signature certificate and signing software
- Pop-up blockers disabled for PDF download

3. HOW TO ACCESS THE FORM

3.1. Starting Screen

When you first open the form, you'll see a page with:

- The EU Commission logo at the top
- A heading that says "EU Login"
- A brief explanation about what the form is for
- A blue button labeled "Login with EU Login"
- Information about the EU Login system at the bottom



What to do:

*Click the **Login with EU Login** button to access the form. After clicking, you'll be logged in automatically and taken to the main form.*

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4. MAIN FORM STRUCTURE

4.1. Header Area

After logging in, you'll see a header at the top of every page containing:

- The EU Commission logo on the left
- The form title "Notification Form for Service Providers" in the middle
- Your username displayed on the right (showing you're logged in)
- A "Logout" button to exit the form

4.2. Navigation Tabs

Below the header, you'll see a row of tabs that help you move through different sections of the form:

- **Notification Type** - Always visible, this is where you choose what kind of notification you're making
- **Section A through Section G** - These additional tabs appear or disappear depending on which notification type you select

The currently active tab is highlighted in blue, while inactive tabs have a lighter appearance.

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5. STEP-BY-STEP INSTRUCTIONS

5.1. Step 1: Choose Your Notification Type

The first page you'll see is labeled "Notification Type". This section has:

- A heading asking "This notification concerns" (marked with a red asterisk * showing it's required)
- Three options to choose from, each in its own box

Option 1: "Declaring a new Designated Establishment / Legal Representative"

Select this if you're announcing a representative or office for the first time.

Result: All sections (A through G) will become available

Option 2: "Amending data previously notified"

Select this if you need to update information you've already submitted.

What happens:

- A text field appears asking you to specify which section you're updating
- A note reminds you that only sections A and G are required
- Only Section A and Section G tabs will appear

Option 3: "Revoking a Designated Establishment / Legal Representative"

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Select this if you're cancelling a previously announced representative or office.

Additional fields appear:

- **Date from which the revocation takes effect** Choose the date when the cancellation begins
- **Justification for the Revocation** Explain in your own words why you're canceling

Result: Only sections A, B, C, and G tabs will appear

At the bottom: Click the blue "Continue to Section A" button to move to the next section.

5.2. Step 2: Fill Out Required Sections

Depending on which notification type you chose, different sections will be available. Navigate between sections using the tabs at the top of the form.

*See the **Detailed Section Information** below for complete field descriptions for each section.*

5.3. Step 3: Submit the Form

At the bottom of the form (below all sections), you'll find:

- A large blue button labeled "Submit Notification"
- This button is disabled (grayed out) until you upload a signed PDF in Section G

Before Submission

*If no signed PDF is uploaded, a red warning box appears: **Required: Please upload a digitally signed PDF in Section G before submitting***

Ready to Submit

*Once a signed PDF is uploaded, a green confirmation box shows the file name and the **Submit** button becomes active.*

Prerequisites for Submission:

1. Fill out all required fields (marked with red asterisks *)
2. Download the PDF in Section G
3. Sign the PDF using your digital signature tool

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4. Upload the signed PDF in Section G

The **Submit Notification** button will become active (blue and clickable). Click it to send your notification.

6. DETAILED SECTION INFORMATION

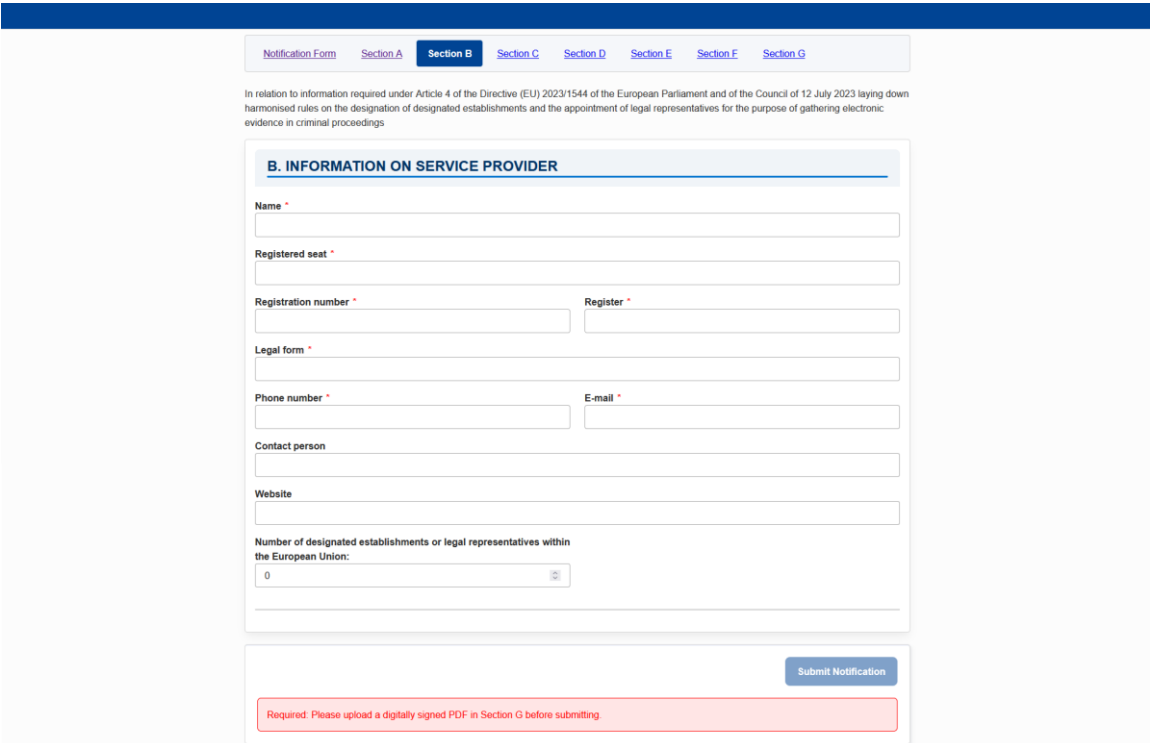
6.1. Section A: Information on the Member State and Authority

This section asks for:

Table 4: Section A fields

FIELD	REQUIRED	DESCRIPTION
Member State where DE / LR is declared	Required	Select the EU country where your representative or office is located from the dropdown menu
Competent central authority	Required	After selecting a country, choose the relevant government authority. Options change based on selected country

6.2. Section B: Information on Service Provider



Notification Form Section A **Section B** Section C Section D Section E Section F Section G

In relation to information required under Article 4 of the Directive (EU) 2023/1544 of the European Parliament and of the Council of 12 July 2023 laying down harmonised rules on the designation of designated establishments and the appointment of legal representatives for the purpose of gathering electronic evidence in criminal proceedings

B. INFORMATION ON SERVICE PROVIDER

Name *

Registered seat *

Registration number * Register *

Legal form *

Phone number * E-mail *

Contact person

Website

Number of designated establishments or legal representatives within the European Union: 0

Submit Notification

Required. Please upload a digitally signed PDF in Section G before submitting.

This section asks for details about your company:

Table 5: Section B fields

FIELD	REQUIRED	DESCRIPTION
Name	Required	Your company's legal name
Registered seat	Required	Your company's official registered address
Registration number	Required	Your company's official registration number
Register	Required	The name of the registry where your company is registered
Legal form	Required	Your company's legal structure (e.g., Limited Liability Company)
Phone number	Required	Main contact phone number
E-mail	Required	Main contact email address
Contact person	Optional	Name and title of a specific person to contact
Website	Optional	Your company's website address

FIELD	REQUIRED	DESCRIPTION
Number of designated establishments or legal representatives within the EU	Optional	Enter a number if applicable

6.3. Section C: Information on Designated Establishment/Legal Representative

This section asks for details about the specific representative or office:

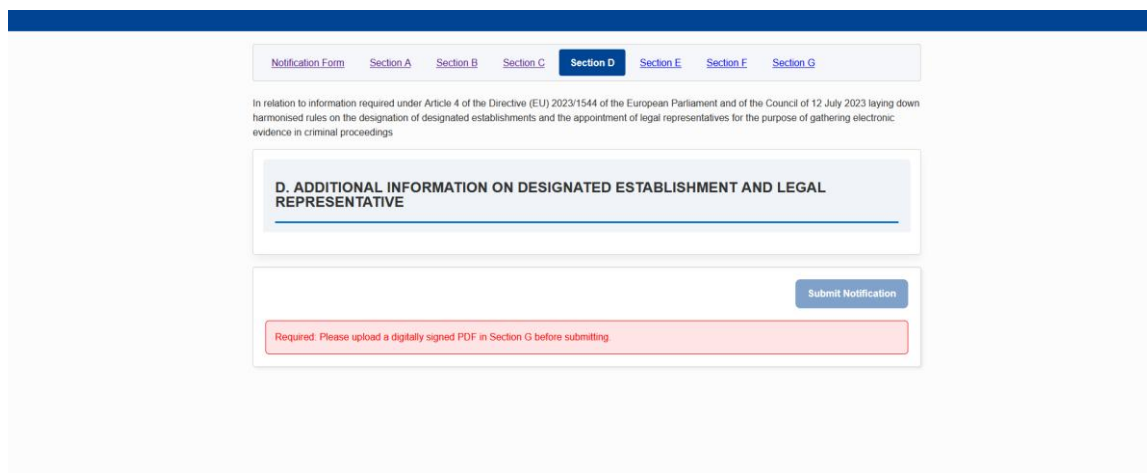
Table 6: Section C fields

FIELD	REQUIRED	DESCRIPTION
Type of entity	Required	Choose: Designated Establishment or Legal Representative
Name	Required	The name of the representative or office
Address/Seat	Required	The physical address
Phone number	Required	Contact phone number
E-mail	Required	Contact email address
Contact person	Required	Name of the primary contact person

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FIELD	REQUIRED	DESCRIPTION
Emergency contact (if different)	Optional	Alternative contact information for emergencies
Contact information for technical assistance	Optional	How to reach technical support

6.4. Section D: Additional Information



(1) Official languages *(Required)*

Check all languages in which the representative can communicate. The list shows all 24 official EU languages. You can select multiple options.

(2) Territorial scope of designation/appointment *(Optional)*

Describe which geographic areas or regions are covered. Required if you have multiple representatives.

(3) List of Services *(Required)*

Describe which of your services fall under EU Directive 2023/1544.

(4) Type of legal instruments *(Optional)*

Check which types of legal orders the representative will handle:

- European Production Order and European Preservation Order
- European Investigation Order
- Mutual Legal Assistance Request

(5) Other Member States *(Optional)*

If you have representatives in other EU countries, select them from the dropdown. You can select multiple countries and remove them by clicking the X next to each.

(6) Other service providers (Optional)

If this representative also serves other companies, list them here.

(7) Confirmation checkbox (Required)

You must check this box to confirm that your representative has the necessary authority and resources.

6.5. Section E: Information on Available Data

Notification FormSection ASection BSection CSection DSection ESection FSection G

In relation to information required under Article 4 of the Directive (EU) 2023/1544 of the European Parliament and of the Council of 12 July 2023 laying down harmonised rules on the designation of designated establishments and the appointment of legal representatives for the purpose of gathering electronic evidence in criminal proceedings

E. INFORMATION ON AVAILABLE DATA

The information on types of data available and identifiers provided by the service provider will be made available and/or updated through:

☐ the Notification Form

☐ the Services Application Programming Interface (API)

Types of data available (if applicable, for each service please specify the types of data available, its category and relevant identifiers, as well as the minimum period of data availability):

Service concerned	Types of data available	Category of data	Identifiers	Minimum period	Remove row
+ Add row					

Additional information on the data (e.g. different language versions):

Type here...

Additional information on the service (e.g. subcontracting relationships):

Type here...

Submit Notification

Required. Please upload a digitally signed PDF in Section E before submitting

How data information will be provided

(1) Check at least one: (Required)

- Through the Notification Form
- Through the Services API (if selected, a field appears for the API web address)

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(2) Types of data available *(Optional)*

A table where you can specify:

- Service concerned
- Types of data available
- Category (Identification, Subscriber, or Traffic)
- Identifiers used
- Minimum period of data availability

(3) Additional information on the data *(Optional)*

Any extra details about the data (e.g., available in different languages).

(4) Additional information on the service *(Optional)*

Any extra details about services (e.g., subcontracting relationships).

6.6. Section F: Technical Connection Information

Notification Form Section A Section B Section C Section D Section E **Section F** Section G

In relation to information required under Article 4 of the Directive (EU) 2023/1544 of the European Parliament and of the Council of 12 July 2023 laying down harmonised rules on the designation of designated establishments and the appointment of legal representatives for the purpose of gathering electronic evidence in criminal proceedings

F. TECHNICAL INFORMATION

In relation to information required under Article 4 of the Directive (EU) 2023/1544 of the European Parliament and of the Council of 12 July 2023 laying down harmonised rules on the designation of designated establishments and the appointment of legal representatives for the purpose of gathering electronic evidence in criminal proceedings

The service provider will connect to the national IT system of the enforcing State using:

☐ the Web-based interface

☐ the Messaging Application Programming Interface (API)

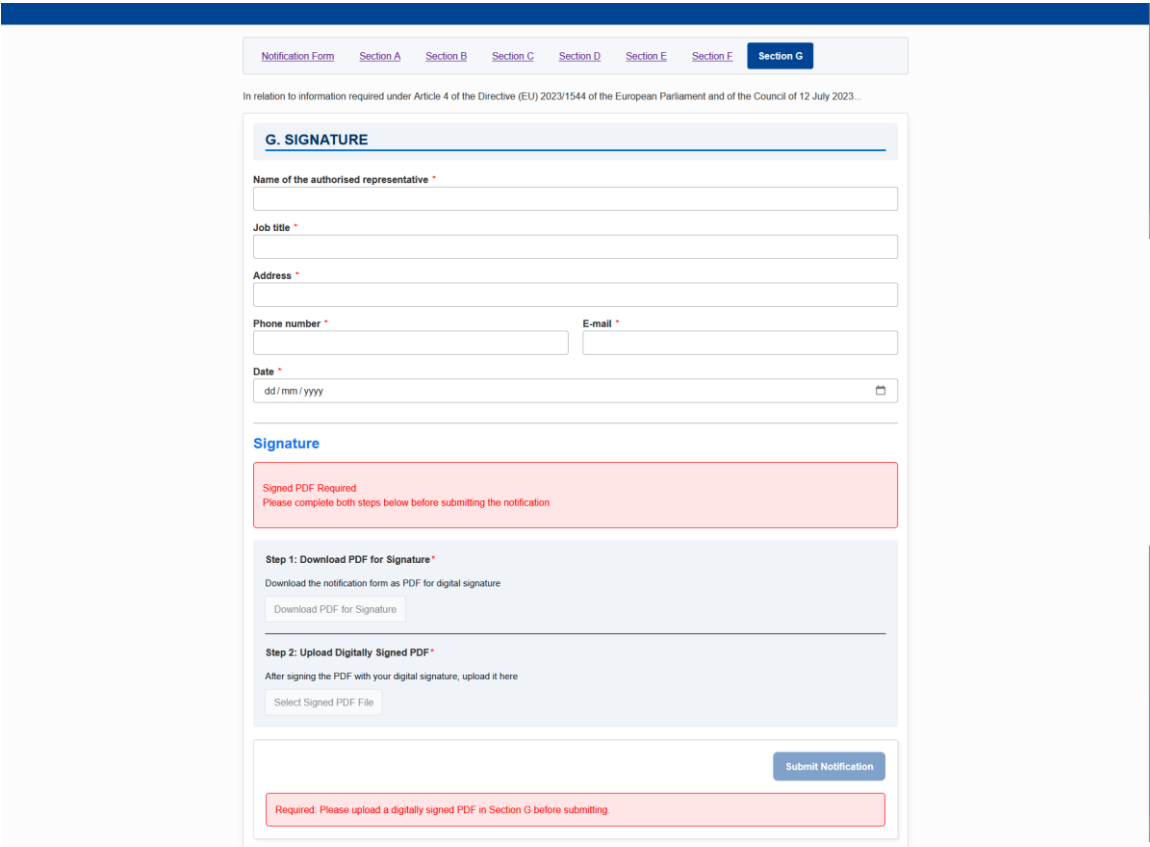
Submit Notification

Connection method *(Required)*

Check at least one:

- The Web-based interface
- The Messaging API (if selected, a field appears for a "Push" mechanism address)

6.7. Section G: Signature and Certification



Notification Form Section A Section B Section C Section D Section E Section F **Section G**

In relation to information required under Article 4 of the Directive (EU) 2023/1544 of the European Parliament and of the Council of 12 July 2023...

G. SIGNATURE

Name of the authorised representative *

Job title *

Address *

Phone number * E-mail *

Date *
dd / mm / yyyy

Signature

Signed PDF Required
Please complete both steps below before submitting the notification

Step 1: Download PDF for Signature *
Download the notification form as PDF for digital signature
Download PDF for Signature

Step 2: Upload Digitally Signed PDF *
After signing the PDF with your digital signature, upload it here
Select Signed PDF File

Submit Notification

Required: Please upload a digitally signed PDF in Section G before submitting.

This is the final section where you certify the information.

6.7.1. Basic Information

Table 7: Basic Information (All Required)

FIELD	DESCRIPTION
Name of the authorised representative	The person authorized to sign on behalf of your company
Job title	Their position in the company
Address	Their business address
Phone number	Contact phone number
E-mail	Contact email address
Date	The date of signing

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6.8. Signature Process (Two-Step Workflow)

⚠ Critical: This is a Required Two-Step Process

- *You MUST complete both steps in order. The form will lock after Step 1 to prevent changes after downloading.*

(1) Download PDF for Signature

Click the "Download PDF for Signature" button to download a PDF version of your completed form.

What happens after clicking:

- The PDF file is saved to your computer
- A green confirmation message appears: "PDF downloaded successfully. Form is now read-only."
- All form fields become locked (you cannot edit them anymore)
- A checkbox appears offering to "Unlock form to make changes" if needed

(2) Upload Digitally Signed PDF

This button is disabled (grayed out) until you complete Step 1.

After downloading the PDF in Step 1:

1. Sign the PDF using your digital signature tool (outside the web form)
2. Click "Upload Signed PDF File" to select and upload the signed version
3. When uploaded successfully:
 - a. A green box appears showing the file name and size
 - b. An X button appears if you need to remove and replace the file
 - c. The Submit button at the bottom of the form becomes active

Important Notice

- You must download the PDF first before you can upload the signed version
- Once you download the PDF, the entire form becomes read-only to prevent changes after signing
- If you need to make changes after downloading, check the "Unlock form to make changes" box - this will remove all attached files and let you edit again

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7. UNDERSTANDING THE INTERFACE

7.1. Required Fields

Any field marked with a red asterisk (*) next to its label must be filled out before you can submit the form.

7.2. Field Types You'll Encounter

- (1) **Text boxes** Type your information directly
- (2) **Dropdown menus** Click to see a list of options, then select one
- (3) **Checkboxes** Click to select or unselect (you can often select multiple)
- (4) **Radio buttons** Circular buttons where you can only select one option
- (5) **Date pickers** Special fields for entering dates
- (6) **Text areas** Larger boxes for entering multiple lines of text
- (8) **File upload buttons** Click to select a file from your computer

7.3. Color-Coded Messages

The form uses colors to help you understand what's happening:

Blue boxes General information or helpful tips

Green boxes Success messages (something worked correctly)

Red boxes Error messages or required actions

Light blue boxes Additional information or notes

7.4. Moving Between Sections

You can navigate the form in two ways:

- (1) **Using the tabs** Click any visible tab at the top to jump directly to that section
- (2) **Using continue buttons** Some sections have a "Continue to Section X" button at the bottom

8. SPECIAL FEATURES AND BEHAVIORS

8.1. Read-Only Mode After PDF Download

When you download the PDF in Section G (Step 1), the entire form becomes read-only. This means:

All text boxes appear grayed out
You cannot type or change any information
Dropdown menus and checkboxes are disabled
This prevents accidental changes after you've downloaded the form for signing

If you need to make changes:

Check the box labeled "Unlock form to make changes" in Section G. This will:

- *Remove all uploaded files*
- *Make all fields editable again*
- *Allow you to make changes and download a fresh PDF*

8.2. Conditional Sections

The sections you see depend on what you selected under "Notification Type":

Table 8: Notification types

NOTIFICATION TYPE	VISIBLE SECTIONS
Declaring a new representative	All sections (A through G)
Amending existing information	Sections A and G only
Revoking a representative	Sections A, B, C, and G

8.3. File Upload Restrictions

When uploading the signed PDF:

- Only PDF files are accepted
- The upload button is disabled until you download the original PDF first
- You can remove an uploaded file and replace it with a different one

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9. COMMON SITUATIONS

9.1. "I need to change something after downloading the PDF"

- (1) In Section G, you'll see a checkbox that says "Unlock form to make changes"
- (2) Check this box
- (3) A message appears confirming the form is unlocked and files are removed
- (4) Make your changes
- (5) Download a new PDF
- (6) Sign and upload the new PDF

9.2. "I uploaded the wrong signed PDF file"

- (1) Find the uploaded file shown in Section G
- (2) Click the X button next to the file name
- (3) A message confirms the file was removed
- (4) Click "Upload Signed PDF File" again to select the correct file

9.3. "I can't click the Submit button"

The Submit button only works if you've uploaded a signed PDF in Section G.

Solution: Check Section G and complete both steps (download and upload).

9.4. "I selected the wrong notification type"

- (1) Click on the "Notification Type" tab at the top
- (2) Select a different option
- (3) The available sections will update automatically

9.5. "The form logged me out"

If you need to log back in:

- The form will show you the login page again
- Click "Login with EU Login" to continue

***Note:** Any unsaved information may be lost, so work carefully and complete sections efficiently.*

9.6. "I want to start over"

You can:

- (1) Refresh your browser page (this will clear all entered information)
- (2) Log out and log back in
- (3) Change the notification type to reset available sections

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10. TIPS FOR SUCCESSFUL COMPLETION

- (1) **Work through sections in order** - Start with Notification Type and work your way through
- (2) **Save information elsewhere** - Consider keeping a copy of your information in a separate document
- (3) **Complete all required fields** - Look for the red asterisks (*)
- (4) **Don't download the PDF until you're sure** - Once downloaded, the form locks and you'll need to unlock it to make changes
- (5) **Keep your signed PDF ready** - After signing the downloaded PDF, have it ready on your computer for upload
- (6) **Check your work** - Review all sections before downloading the PDF
- (7) **Note the submission confirmation** - After submitting, you should see a success message

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11. AFTER SUBMISSION

When you successfully submit the form:

- A green message appears saying "Notification form with signed PDF submitted successfully!"
- Your information has been sent to the relevant authorities
- Keep a copy of the signed PDF for your records

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12. GETTING HELP

If you encounter problems not covered in this guide:

- Make sure you're using an up-to-date web browser
- Check that you have a stable internet connection
- Ensure you have the necessary permissions to upload and download files
- Contact your technical support team if issues persist