

Unique Reference Number:	
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## Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA)

### Renewal of Authorisation of the Use or Conduct of a Covert Human Intelligence Source (CHIS)

Public Authority: (including full address)	
Senior Responsible Officer	
Authorised Officer:	
Service Area:	
Full Address:	
Contact Details:	
Investigation/Operation Name (if applicable):	
Authorisation Date:	
Previous Renewal: (if any)	
First Review Date:	
Previous Review Date: (if any)	
Next Review Date:	
Expiry Date:	
Authorising Officer:	

### **TO BE COMPLETED BY THE AUTHORISED OFFICER**

1. Give details of the use or conduct of the CHIS since commencement or last review:

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2. Describe the information obtained, including private information:
3. Detail the reasons why it is necessary to continue with the Authorisation:
4. Explain why the continuing with use or conduct of CHIS remains proportionate to what it seeks to achieve, what alternatives have been considered and exhausted or discarded.
5. Detail any incidents of collateral intrusion, the likelihood of any further incidents of collateral intrusions occurring, and steps taken and to be taken to avoid or minimise collateral intrusion:
6. Give details of any confidential information or material subject to legal privilege acquired or accessed and the likelihood of acquiring further such information:
7. Reasons for requesting renewal of authorisation:

8. Detail any changes to the initial application proposed:			
9. Outcome of the review of the risk assessment on the security and welfare of using the source: (including any juvenile and/or vulnerable source)			
10. If the authorisation were to not be renewed, what would be the impact on the operation?			
11. Authorised Officer's Details			
Name (print):		Telephone No.	
Grade/rank:		Date:	
Signature:			

## TO BE COMPLETED BY AUTHORISING OFFICER

1. Authorising Officer's assessment of the conduct and success of the surveillance carried out, compliance with authorisation, information recovered since commencement or the last review:

2. Authorising Officer's assessment of the continuing necessity of this operation and whether any new alternative means exist to achieve the intended objectives:

3. Authorising Officer's assessment of the continuing proportionality of this operation and any new alternative means to achieve the intended objective:

4. Authorising Officer's assessment of the occurrences of collateral intrusion:

5. Authorising Officer's assessment of the acquisition of confidential information, retention of unused information and steps to avoid or mitigate risks:

6. Authorising Officer's view on the impact on the intended objectives if the Authorisation were not to be renewed:

7. Authorising Officer's view on the risk assessment on the safety and welfare of the source and how this will continue to be maintained, even if the Authorisation were not to be renewed:
8. Authorising Officer's decision and reasons for it – continuation, with or without changes, or cessation, including any instructions on retention/destruction of information:
9. Date and time of cancellation instruction, if any:
10. If renewed, new expiry date (maximum 12 months from the date of renewal, or 72 hours if authorised urgently and orally)
11. Next review date, if any:

<b>12. Authorising Officer's details:</b>			
Name (print):		Grade/Rank:	
Signature:		Date of Signing:	
Date of Issue:			
<b>13. Urgent Authorisation: Details of why renewal application is urgent.</b>			
<b>14. Authorising Officer's Statement. This box must be completed.</b>			
<b>15. State expiry date and time of authorisation (maximum 72 hours from the time authorisation took effect, unless renewed or cancelled)</b>			
Name (print):		Grade/Rank:	
Signature:		Date/Time:	
<b>16. Please give the reasons why the person entitled to act in urgency cases considered that it was not reasonably practicable for the authorisation to be considered by a person otherwise entitled to act.</b>			
Name (print):		Grade/Rank:	
Signature:		Date/Time:	