

REQUEST LIST:

- Provide a copy of original letter of instruction from the Insurance Company or in the alternative, a copy of the costs of carrying out the surveillance
- Provide copies of all data searches made in relation to the claimant
- Provide a copy of the brief sheet supplied to the surveillance operatives carrying out the surveillance by instructing solicitors or insurers
- Confirm in writing whether a direct door attendance was made during the surveillance
- Provide copies of the full unedited footage
- Provide copies of witness statements from the surveillance operatives detailing exactly what each operative witnessed and filmed
- Provide details of each camera type and model used by each surveillance operative
- Provide details of the format that the footage was taken in e.g. SD cards or mini-DVs etc
- Provide confirmation that the original SD cards and/or mini-DVs have been retained and where they have been stored (Chain of evidence record)
- Provide confirmation as to whether or not the original source material is available for inspection if so required (In line with The Association of British Insurers guidelines)
- Provide details regarding where, when and by whom any editing has been undertaken
- Provide copies of any authentication documents confirming that the DVDs supplied are a true copy of the original source
- Provide copies of contemporaneous handwritten or typed surveillance logs completed at the time that the surveillance was undertaken
- Provide copies of handwritten or typed surveillance logs that were prepared subsequent to the footage being undertaken
- Confirm in writing that surveillance was not undertaken at any other time on any other day other than [list dates that footage has been disclosed for]
- Confirm in writing that no other footage was taken other than that which has already been disclosed
- Provide a copy of the contract that exists between the Insurance Company and the Investigation Company