Documents for a request to the CCF

Request for access to, correction or deletion of INTERPOL data · Updated 19 October 2026

Since 26 March 2026 the Commission for the Control of INTERPOL's Files (CCF) accepts requests only through its portal. An incomplete bundle does not speed a case up — it stops it: if the conditions of Rule 30 are not met, the Requests Chamber declares the request inadmissible and closes it (Rule 31(2)).

Bundle checklist

Rules 30–31 · as amended 26.03.2026

- [ ] **Identity document**
  A readable, non-redacted copy; both sides as separate files; the document number itself (not a tax or social-security number); the name in its original script (Cyrillic) in a separate field. (Rule 30(4)(a))
- [ ] **Power of attorney**
  Signed by the applicant only. The representative need not be a lawyer. Use the CCF template or your own form — no notary or apostille. Valid for 2 years if no date is given.
- [ ] **Language and translations**
  The request and all annexes in Arabic, English, French or Spanish. Russian is not a working language; documents in it are translated into one of the four — names and authorities worded consistently across every document. (Rule 30(3))
- [ ] **Arguments summary — up to 10 pages**
  State at least one INTERPOL rule allegedly violated as the legal basis. A factual outline, legal arguments, a clear statement of the request's purpose, and a reference to each annex. (Rule 30(8))
- [ ] **Annexes — no more than 20**
  Clear file names; legible, correctly oriented scans; each listed in the summary. Video and audio are not considered — only transcripts of relevant passages. Formats: pdf, doc(x), xls(x), csv, txt, rtf, html, jpg, png, gif.
- [ ] **Protective status**
  Flag "Protective status" if the applicant is a refugee or asylum seeker: it may affect how the request is assessed. (GA-2017-86-RES-09)

Common mistakes

What won't work	How to do it right
— A passport copy with redacted fields or no reverse side	— A full, legible copy, both sides, the document number unambiguous
— A power of attorney by which one lawyer designates another	— A power of attorney signed by the applicant themselves
— Documents in Russian with no translation	— A translation into EN / FR / ES / AR alongside the original
— A 30-page summary and 40 annexes "just in case"	— Up to 10 pages, up to 20 annexes, a list referencing each
— A video recording instead of a transcript	— A transcript of the key passage, with its source identified

After filing

CCF Statute, Arts. 32, 33, 40, 42

Day 0 Confirmation on the portal. Additions only via the "Send Message" button in the request's card.

≤ 1 month The Chamber states whether the request is admissible; if not, it explains why. (Art. 32(1))

45 days The General Secretariat tells the Commission whether the applicant's data are being processed. (Art. 33(2))

4 / 9 months Decision: 4 months for access, 9 months for correction or deletion from the date of admissibility; the period may be extended with reasons. (Art. 40)

6 months An application for revision within 6 months of a new fact; a 2-page summary first. (Art. 42(2))

A complete bundle is a condition for the request to be examined, not a guarantee of the outcome. The Requests Chamber decides independently; the Statute sets the time limits.

Sources: CCF Operating Rules (as amended 26.03.2026), Rules 25, 30, 31 · CCF Statute, Arts. 18, 30, 32, 33, 40, 42 · CCF portal user guide (March 2026) · Resolution on refugees GA-2017-86-RES-09 — interpol.int. This material is general information, not legal advice; before filing, check the current versions on the Commission's website.