

Instructions for completing the ISA Forensics Evidence/Property Chain of Custody Document

Page 1

- 1) Leave blank.
- 2) Print the name and title of the owner/user of the evidence/property being sent for analysis.
- 3) Print the mailing address of the individual/entity sending evidence/property.
- 4) Print the work phone number for person whom ISA Forensics can call if more information is needed.
- 5) Print the location from which the evidence/property was obtained.
E.g.) ABC Company - 3rd floor - room 312, personal residence of Mr. Jones, etc.
- 6) Check box to indicate reason for obtaining computer or media
- 7) Print the date and time the computer or media was obtained
- 8) Print each item being sent for analysis
E.g.) Dell Optiplex computer, 100 MB Zip disk, Floppy disk, etc.
- 9) Indicate quantity of each item being sent for analysis
- 10) Indicate action taken such as seized, sealed with evidence tape, removed from office, etc.
- 11) Record details describing item such as serial #'s, physical description to include unusual markings or damage, color, etc.
- 12) Person obtaining/sending items for analysis signs here
- 13) Witness, if available, signs here

Page 2

- 14) Leave blank
- 15) Record description of each item being sent for analysis
- 16) Record date/time item was obtained/handled
- 17) Record information about person/entity releasing custody of item
- 18) Record information about person/entity receiving custody of item
- 19) Record purpose of change of custody E.g.) Mailed to ISA Forensics, etc.
- 20) Record any extra information/comments here