

**Property Record Number:**  
\_\_\_\_\_

**Anywhere Police Department  
EVIDENCE CHAIN OF CUSTODY TRACKING FORM**

Case Number: \_\_\_\_\_ Offense: \_\_\_\_\_  
 Submitting Officer: (Name/ID#) \_\_\_\_\_  
 Victim: \_\_\_\_\_  
 Suspect: \_\_\_\_\_  
 Date/Time Seized: \_\_\_\_\_ Location of Seizure: \_\_\_\_\_

Description of Evidence		
Item #	Quantity	Description of Item (Model, Serial #, Condition, Marks, Scratches)

Chain of Custody				
Item #	Date/Time	Released by (Signature & ID#)	Received by (Signature & ID#)	Comments/Location

Technical Working Group on Biological Evidence Preservation. *The Biological Evidence Preservation Handbook: Best Practices for Evidence Handlers*. U.S. Department of Commerce, National Institute of Standards and Technology. 2013.

# EVIDENCE CHAIN-OF-CUSTODY TRACKING FORM

(Continued)

Chain of Custody				
Item #	Date/Time	Released by (Signature & ID#)	Received by (Signature & ID#)	Comments/Location

Final Disposal Authority
<p><b>Authorization for Disposal</b></p> <p>Item(s) #: _____ on this document pertaining to (suspect): _____ is(are) no longer needed as evidence and is/are authorized for disposal by (check appropriate disposal method)</p> <p><input type="checkbox"/> Return to Owner      <input type="checkbox"/> Auction/Destroy/Divert</p> <p>Name &amp; ID# of Authorizing Officer: _____ Signature: _____ Date: _____</p>
<p style="text-align: center;"><b>Witness to Destruction of Evidence</b></p> <p>Item(s) #: _____ on this document were destroyed by Evidence Custodian _____ ID#: _____ in my presence on (date) _____.</p> <p>Name &amp; ID# of Witness to destruction: _____ Signature: _____ Date: _____</p>
<p style="text-align: center;"><b>Release to Lawful Owner</b></p> <p>Item(s) #: _____ on this document was/were released by Evidence Custodian _____ ID#: _____ to _____</p> <p>Name _____</p> <p>Address: _____ City: _____ State: _____ Zip Code: _____</p> <p>Telephone Number: (____) _____</p> <p>Under penalty of law, I certify that I am the lawful owner of the above item(s).</p> <p>Signature: _____ Date: _____</p> <p>Copy of Government-issued photo identification is attached. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>This Evidence Chain-of-Custody form is to be retained as a permanent record by the Anywhere Police Department.</b></p>

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