

Property/ Evidence Transfer



FAEC Case #	Date	Time
Insured:	Claim/ File #	
Address		
City/State		
Received from (Insurance, Client, Scene):		
FAEC Consultant	Location	
Description of Property/Evidence		

<i>Released by (Insured, Client, Scene):</i>	<i>To (ex. USPS, FAEC):</i>	<i>Date:</i>	<i>Time:</i>
-----		<i>Date:</i>	<i>Time:</i>
<i>Received by (Print Name and Signature):</i>		<i>Date:</i>	<i>Time:</i>
-----		<i>Date:</i>	<i>Time:</i>
<i>Released by (ex. FAEC, UPS):</i>	<i>To :</i>	<i>Date:</i>	<i>Time:</i>
-----		<i>Date:</i>	<i>Time:</i>
<i>Received by (Print Name & Signature):</i>		<i>Date:</i>	<i>Time:</i>
-----		<i>Date:</i>	<i>Time:</i>
<i>Released by:</i>	<i>To:</i>	<i>Date:</i>	<i>Time:</i>
-----		<i>Date:</i>	<i>Time:</i>
<i>Order to Dispose (Note Authorization & Person disposing)</i>		<i>Date:</i>	<i>Time:</i>

Client Information and Special Instructions	
Unless noted, invoice lab work to address below for payment and send copy to FAEC:	
Client	
Company	
Address	
City/State/Zip	
Phone	Fax
Special Instructions:	

Any evidence being turned over to an evidence custodian has the potential of being used in a trial and therefore it is extremely important that such evidence be carefully handled, stored in a secured area, and promptly returned to Forensic Analysis & Engineering Corporation (FAEC) after completion of requested testing and/or inspection. By agreeing to take custody of the evidence, the evidence custodian and/or his company are taking full responsibility for the subject evidence while it is in their possession. Each individual in the chain of custody is responsible for an item of evidence to include its care, safekeeping, and preservation while it is under his or her control. Because of the sensitive nature of evidence, an evidence custodian is provided to assume responsibility for the evidence when not in use by FAEC. Furthermore, the matter of the evidence is to be held in strict confidence, and not discussed with outside entities or others within their organization who is not directly involved with the case, without the express permission of FAEC.

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