

Today's Date MM/DD/YYYY

Date Received in Lab	By (initials)

## APS Computer Forensics Lab

Cause #(s)

### Request for Laboratory Examination

CFL Log #

**INSTRUCTIONS:** Print the form, fill it out, sign, fax us a copy and include the original with the media/equipment you ship.

Examination Requested by	Business Name	Address	Contact / Phone #'s
<i>Name - PLEASE PRINT:</i>		<i>Address, City, State, Zip</i>	<i>(Area Code) Phone #</i>

Suspect(s)/Respondent – Last, First, MI	DOB	Victim(s)/Complainant Last, First MI	DOB

Offense (if non-criminal case indicate type of civil case ie divorce, missing person, fraud etc)	Date of Seizure

Please identify the types of evidence / information to be searched/ recovered:				
	<b>X</b>		<b>X</b>	
Financial Records	<input type="checkbox"/>	Word Processing/Text Documents	<input type="checkbox"/>	[Other – Please be specific]
* Internet History & log files	<input type="checkbox"/>	Pornography	<input type="checkbox"/>	
* Email Files	<input type="checkbox"/>	Check-writing programs, credit card info	<input type="checkbox"/>	

\* Note: For Internet- and email-related investigations, please identify any known screen names, ISPs (Internet service providers) and other pertinent information for suspects and victims.

Item #	Evidence #	Item Description	Special Instructions

Upon completion of forensic examination, APS evidence items will be returned to the Department Evidence Division or Civil POC(Attorney) for secure storage. A detailed report of findings will be returned to submitting officer/investigator/attorney.



## CONTACT INFORMATION

Company:	Telephone:
Address:	Fax:
Contact Names:	
EMAIL ADDRESS:	
CREDIT CARD INFORMATION: (The credit card will not be charged unless the recovery is successful. We accept Visa, MC, and Discover)	
NUMBER:	
EXP:	
NAME ON CARD:	
BILLING ADDRESS:	
Price Quoted For Recovery:	Customer Care Representative You Spoke With:
(Please Circle One)	
To help us better serve you and our other customers please tell us how you found us:	
Search Engine Used:	
Term or Phase Used For Search:	

<b>INFORMATION ABOUT MEDIA FOR RECOVERY</b>	
What Type of Media: <input type="checkbox"/> Hard Drive, <input type="checkbox"/> CD, <input type="checkbox"/> Jazz, <input type="checkbox"/> Zip, <input type="checkbox"/> Tape, <input type="checkbox"/> Other	Can we break the seals on the media if necessary? <input type="checkbox"/> Yes (May Void Warranty of Drive) <input type="checkbox"/> No
Operating System: <input type="checkbox"/>	File System If Known: <input type="checkbox"/>
Manufacturer: <input type="checkbox"/>	Model: <input type="checkbox"/>
Number of Volumes or Partitions On Media: <input type="checkbox"/>	Serial #: <input type="checkbox"/>
How Much Data Was on the Media? <input type="checkbox"/>	Purchase Date of Media If Known: <input type="checkbox"/>
What data is the most important for recovery? Folders, Directories, and Files. (exam. My Documents)	What media should be used to return your data? <small>(*Drives with over 2gb of data we REQUIRE recovering the data to another hard drive. You may either supply one or we can supply one to you at a reasonable cost.)</small> <input type="checkbox"/> I wish to buy a hard drive. (IDE 3.5" 60gb Drive)  <input type="checkbox"/> CD ROM*  <input type="checkbox"/> DVD ROM  <input type="checkbox"/> The formatted drive I have included  <input type="checkbox"/> Other (specify):

<b>Situation Requiring Forensic Services</b>
The reason requiring Forensic Recovery:   
<b>Terms and Conditions</b>
1. <u>Authorization</u>

• The client authorizes APS, its employees, and agents, to receive and transport this media/equipment/data to, from and between their legally registered facilities.

2. Legal Rights

- The client is the legal owner, representative, or otherwise have legitimate rights to the property and all data contained therein sent to APS.
- Any property left with APS unclaimed for 90 days, will be disposed.

3. Limited Liability

- APS shall not be liable for any claims regarding the physical functioning of equipment/media or the condition or existence of data on storage media supplied before, during or after service.
- APS is not liable for any direct or indirect damages, including loss of data, loss of revenue, incidental or consequential, before, during or after service.

4. Confidentiality

- APS and its officers and employees agree to absolute Non - Disclosure of any and all information or data files supplied with, stored on, or recovered from client equipment.

5. Payment

- Payment is due in full upon completion of successful recovery, prior to release of data (whether shipped, picked up or downloaded), unless by special previous arrangement. If we recover the data you are looking for you must pay the price quoted for the recovery.

☞• We accept VISA, MasterCard, Discover & Bank Drafts.

6. Media Warranty:

- APS gives warranty on all return media found to be Dead on Arrival (DOA) within 14 days of shipment. Any additional warranty claims must be presented to the original manufacturer. APS keeps all recovered data 14 days to insure against DOA instances.

7. Shipping:

- All shipping charges are the responsibility of the customer regardless if the data is recovered or not.

8. Data Guarantee:

- Your recovery comes with a data guarantee, such that if an accepted recovery is not as promised, APS will do everything possible to rectify the recovery or refund all or part of the recovery fees paid.

9. Unlawful Acts: If during an examination, evidence is found indicating criminal activities (ie child pornography etc), it is understood that APS is required to contact Law Enforcement officials.

**Approved By (Print)**

**Date:** \_\_\_\_\_

**Signature:** **X** \_\_\_\_\_