

# EVIDENCE CHAIN-OF-CUSTODY TRACKING FORM

Claim Number: \_\_\_\_\_ Other Reference Number: \_\_\_\_\_

Vehicle Identification Number: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Requested By (Name & Company): \_\_\_\_\_

Email Report to: \_\_\_\_\_

Location of Retrieval: \_\_\_\_\_

## Name and Address of Person who Handled Evidence (required by ASTM E1188-95):

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_  
Signature:

## Description of Evidence

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

## Chain of Custody

Item #	Date/Time	Released by (Name & Address)	Received by (Name & Address)

## Authorization for Disposal or Release

Item(s) on this document is (are) no longer needed as evidence and is/are authorized for disposal by (check appropriate disposal method)  Return to Owner  Destroy/Divert

Name of Authorizing Person: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Witness to Destruction of Evidence

Item(s) #: \_\_\_\_\_ on this document were destroyed by Evidence Custodian \_\_\_\_\_  
in my presence on (date) \_\_\_\_\_.

Name of Witness to destruction: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Release to Lawful Owner

Item(s) #: \_\_\_\_\_ on this document was/were released by Evidence Custodian \_\_\_\_\_ to  
Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

I certify that I am the lawful owner of the above item(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Evidence Chain-of-Custody form will be retained as a permanent record by Collision Sciences.

### ***SHIPPING INSTRUCTIONS:***

**Write the last 6 digits of the VIN using a permanent marker on any vehicle module (EDR).  
Please ship the module, using "Signature Required" delivery instructions to:**