

**Chain of Custody**

Client:

Invoice #

**This Chain of Custody form is to record possession of a set collection of material and evidence.** Please itemize and accurately list: all items in custody, length of possession, location of the material, and person(s) and/or business retaining custody. We ask that you record full description of all paper documents, hardware (such as external hard-drives), all media and media devices, and material custodian. Additional items please use page 2 of form.

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Total number of items (including items from page 2 of form) \_\_\_\_\_

<b>Custody Released From:</b>	<b>Custody Released To:</b>
	<u><b>Capitol Support Service</b></u>
<b>Address:</b>	Harrisburg / Camp Hill
	Lancaster
<b>Individual's Name:</b>	<b>Individual's Name:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Release Date:</b>	<b>Received Date:</b>
<b>Material Return Date:</b>	<b>Material Return Date:</b>
<b>Signature:</b>	<b>Signature:</b>

**\* Third Party Delivery / RECIPIENT PARTY                      Date Received:**

<b>Company:</b>	<b>Address:</b>
<b>Signature:</b>	<b>Print Name:</b>

## Chain of Custody Form: Page 2

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<b>Notes:</b>