

Evidence Collection and Documentation Format

Case Information

Case Title	
Case Number/ID	
Date of Collection	
Location	
Collected By	

Evidence Details

Evidence ID	Description	Type	Collection Date & Time	Location Found	Condition

Chain of Custody

Date/Time	Handled By	Action Taken	Remarks	Signature

Photographic and Physical Documentation

Evidence ID	Photo Reference	Description/Notes

Additional Notes/Remarks

Important Notes

- Ensure all entries are accurate and legible.
- Maintain the chain of custody at all times to preserve evidentiary value.
- All evidence must be properly labeled and securely stored.
- Photographic documentation should correlate with physical evidence records.
- Any alterations to this document must be clearly noted and initialed.