

A chain of custody is a record that shows the continuous whereabouts of evidence and who was responsible for its care and safekeeping. The chain of custody may become important if opposing parties make an accusation of evidence tampering.

Each transfer of documents becomes a link in the chain of custody. To record the transfers of evidence, prepare a receipt similar to this sample including the information from your case. Keep your signed chain of custody receipt as a permanent part of the case file.

## CHAIN OF CUSTODY

RE: Anonymous Note Investigation

I, \_\_\_\_\_ <your name here> have received the following documents from <sender of documents>:

1. *Brown paper bag Townsville Police Dept Evidence for Case # 12456 Receipt Number 123456789 containing:*

*\*Greeting Card "Happy Birthday, Snitch" (original)*

*\*Townsville Police Department Receipt dated 12/21/07 (NCR Copy)*

*\*Business card of Joe McEvil (original)*

By: \_\_\_\_\_  
(Signature of recipient of the above listed documents)

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_