Forensic Acquisition Form

Media Acquisition Details

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Case Reference:** | | |  | | | | **Case Name:** | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Date:** |  | | | **Image Ref No** |  | | | | | **Imaging Location** | | | | |  | | |
|  | | | | | | | | | | | | | | | | | |
| **Media Information** | | | | | | | | | | | | | | | | | |
| **Make:** | | |  | | | | | | **Model:** | | | | | | |  | |
| **Serial:** | | |  | | | | | | **Size on Label:** | | | | | | |  | |
| **Device Type:** | | |  | | | | | | **Size In S/Ware:** | | | | | | |  | |
| **No Sectors on Label** | | |  | | | | | | **Size Match:**  Yes/No | | | | | | | | |
| **No Sectors in S/Ware** | | |  | | | | | |
| **Imaging Details** | | | | | | | | | | | | | | | | | |
| **Software/Method Used:** | | |  | | | | | | **Software Version:** | | | | | | |  | |
| **Time Started:** | | |  | | | | | | **Time Finished:** | | | | | | |  | |
| **Acquisition Hash** | | |  | | | | | | **Verification Hash Match?** | | | | | | | | Yes/No |
| **Image Path:** | | |  | | | | | | | | | | | | | | |
| **Image Type** | | | Physical Device or Logical Evidence File etc.: | | | | | | | | | | | | | | |
| **Other Info:** | | | | | | | | | | | | | | | | | |
| **Destination HDD Information** | | | | | | | | | | | | | | | | | |
| **Disk1** | | | **File System\*** | | | **FAT** | | **FAT32** | | | **NTFS** | | | **Other:** | | | |
| **Make:** | | |  | | | | | | **Model:** | | | | | | |  | |
| **Serial:** | | |  | | | | | | **Size:** | | | | | | |  | |
| **Other Information** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Form Completion** | | | | | |  | | | | | | **QA** | | | | | |
| **Name:** | |  | | | | **Name:** | | | |  | |
| **Signature:** | |  | | | | **Signature:** | | | |  | |
| **Date/Time:** | |  | | | | **Date/Time:** | | | |  | |

**Analysis Form – System**

**System Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Case Reference:** | | | | | | |  | | | | | | **Case Name:** | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **Date:** | |  | | | | | **User/Host Name** | | | | | | | |  | | | | | | | | |
| **Location of Acquisition/Discovery** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **System Details** | | | | | | | | | | | | | | | | | | | | | | | |
| **Type: \*** | | | Server | | | | | Laptop | | | | | | | Desktop | | | | | | Other: | | |
| **Make:** | | | | | | |  | | | | | | **Model:** | | | | | | | | | |  |
| **Serial:** | | | | | | |  | | | | | | **Additional Info:** | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **RAID Config?** | | | | | Level | | |  | | | | | **Stripe Size** | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **BIOS** | Date: | | | | |  | | | Time: | | |  | | | | Reference | | | | |  | | |
| **Daylight Saving** | | | | | | Yes/No\* | | | | **Local Time Diff to GMT** | | | | | | | | | | +/\_ Hours: | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **Evidence Bags Signed?** | | | | | | | | **YES / NO\*** | | | | | | **Seal No** | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **Any Passwords or Encryption Used?** | | | | | | | | | | | | | | | | | | | | | | | **YES / NO\*** |
| (if yes then please state Type/passwords and how used.) | | | | | | | | | | | | | | | | | | | | | | | |
| **Was The Equipment Switched on at Time of Acquisition?** | | | | | | | | | | | | | | | | | | | | | | | **YES / NO\*** |
| Graceful Shutdown Power Pulled Time: Date:  (If Yes Then Please State How Equipment Was Switched Off and Secured) | | | | | | | | | | | | | | | | | | | | | | | |
| **Has The Equipment Been Switched on After Acquisition?** | | | | | | | | | | | | | | | | | | | | | | | **YES / NO\*** |
| **(If Yes Then Please State Reason & Details of The Person)** | | | | | | | | | | | | | | | | | | | | | | | |
| **Photographs** | | | | Yes o ate reason for not taking Photos: | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **Form Completion** | | | | | | | | | | |  | | | | | | **QA** | | | | | | |
| Name: | | | | | | | | | | | Name: | | | | | | |
| Signature: | | | | | | | | | | | Signature: | | | | | | |
| Date: | | | | | | | | | | | Date: | | | | | | |

**Live Acquisition**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Case Name:** | | | | | |  | | | | | | **Image Reference:** | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date:** |  | | | | | **User/Host Name** | | | | | | | |  | | | | | | | | | | | | | |
| **Location of Acquisition/Discovery** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **System Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Type: \*** | | Server | | | | | | Laptop | | | | | | Desktop | | | | | | | | Other: | | | | | |
| **Make:** | | | | | |  | | | | | | **Model:** | | | | | | |  | | | | | | | | |
| **Serial:** | | | | | |  | | | | | | **Additional Info** | | | | | | |  | | | | | | | | |
| **Media Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Make** | | |  | | | | | | | **Model** | | | |  | | | | | | | **Serial** | | | | |  | |
| **Size on Label** | | |  | | | | | | | **LBA (Sectors)** | | | |  | | | | | | | **Size Match in Software?** | | | | | | **y/n** |
| **Physical or Logical Image?** | | | | |  | | | | | | **If Physical: Disk Size** | | | | | |  | | | | | **Logical: Partition Size** | | | |  | |
| **Acquisition Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Acquisition Started** | | | | | |  | | | | | | | **Acquisition Completed** | | | | | | | | | |  | | | | |
| **Acquisition Hash** | | | | | |  | | | | | | | | | | | | | | | **Values Match** | | | | **Yes/No** | | |
| **Software used** | | | | EnCase FTK Other: | | | | | | | | | | | | | | | | | | | | | | | |
| **Version used** | | | |  | | | | | **Compression Level** | | | | | | |  | | **Acquisition Path** | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Destination Drive** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Ser No** | | | |  | | | | | | | | | | | **Name** | | | |  | | | | | | | | |
| **Size** | | | |  | | | | | | **File System** | | |  | | | | | | | | | | | | | | |
| **Other Notes** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **(Encryption etc.)** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Evidence Bag seal No** | | | | | | |  | | | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Form Completion** | | | | | | | | | | | |  | | | | | **QA** | | | | | | | | | | |
| **Name:** | | | | | | | | | | | | **Name:** | | | | | | | | | | |
| **Signature:** | | | | | | | | | | | | **Signature:** | | | | | | | | | | |
| **Date/Time:** | | | | | | | | | | | | **Date/Time:** | | | | | | | | | | |

**Movement Log**

**Chain of Custody – Movements Log**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Case Number:** |  | | | **Case Name:** | | | | | | |  | |
|  | | | | | | | | | | | | |
| **Date:** |  | | | | **Time:** | | | |  | | | |
| **Released By:** | (Name) | | | | | | | (Signature) | | | | |
| **Received By:** | (Name) | | | | | | | (Signature) | | | | |
| **Purpose of Change of Custody** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Date:** |  | | | | | | **Time:** | | | |  | |
| **Released By:** | (Name) | | | | | | | (Signature) | | | | |
| **Received By:** | (Name) | | | | | | | (Signature) | | | | |
| **Purpose of Change of Custody** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Date:** |  | | | **Time:** | | | | | | | |  |
| **Released By:** | (Name) | | | (Signature) | | | | | | | |  |
| **Received By:** | (Name) | | | (Signature) | | | | | | | |  |
| **Purpose of Change of Custody** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Page** | |  | **OF** | | |  | | | |  | | |

**Property Receipt**

1. **Description of Items**

|  |  |
| --- | --- |
| **Description** | **Seal Number** |
|  |  |
|  |  |
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|  |  |
|  |  |
|  |  |

**Statement of Receipt**

I acknowledge receipt on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_that the above items were received from

\_ on \_

**Delivery Signatures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person Receiving Item** | |  | **Person Releasing Items** | |
| Signed: |  | Signed: |  |
| Print Name: |  | Print Name: |  |
| Company: |  | Company: |  |
| Position: |  | Position: |  |
| Date: |  | Date: |  |
| Time: |  | Time: |  |

**Exhibit Log**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ser** | **Date Received** | **Exhibit No.** | **Case/Client Name** | **Exhibit type (HDD/DVD etc.)** | **Location in Evidence Store** | **Final Disposal**  **(Returned to Client/Destroyed etc.)** | **Date** | **Sig/Name** |
|  |  |  |  |  |  |  |  |  |
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