Property/ Evidence Transfer

FORENSIC MARINE INVESTIGATIONS

FMI Case #		Date	Time
Cleint:		**Claim/ File #**	
Address			
City/State			
Received from (Insurance, Client, Scene):			
FMI Consultant	**Location**		

Description of Property/Evidence

Released by (Insured, Client, Scene):	To (ex. USPS, FAEC):	Date:	Time:
Received by (Print Name and Signature):		Date:	Time:
Released by (ex. FAEC, UPS):	To :	Date:	Time:
Received by (Print Name & Signature):		Date:	Time:
Released by:	To:	Date:	Time:
Order to Dispose (Note Authorization & Person disposing)		Date:	Time:

Client Information and Special Instructions	
Unless noted, invoice lab work to address below for payment and send copy to FMI:	
Client	
Company	
Address	
City/State/Zip	
Phone	Fax
Special Instructions:	

Any evidence being turned over to an evidence custodian has the potential of being used in a trial and therefore it is extremely important that such evidence be carefully handled, stored in a secured area, and promptly returned to Forensic Marine Investigations International (FMI) after completion of requested testing and/or inspection. By agreeing to take custody of the evidence, the evidence custodian and/or his company are taking full responsibility for the subject evidence while it is in their possession. Each individual in the chain of custody is responsible for an item of evidence to include its care, safekeeping, and preservation while it is under his or her control. Because of the sensitive nature of evidence, an evidence custodian is provided to assume responsibility for the evidence when not in use by FMI. Furthermore, the matter of the evidence is to be held in strict confidence, and not discussed with outside entities or others within their organization who is not directly involved with the case, without the express permission of FMI.

FORENSIC MARINE INVESTIGATIONS INTERNATIONAL

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