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** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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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