

Sample Forensic Examination Worksheet

Toolmark Identification (Tools)

Lab File No.: _____

Examiner: _____

Administrative

Lab File No.		Packaging	
Examiner		Condition	
Item No.		Type of Seal	
Received From		Condition	
Date		Markings	
Received By		Released To	
Date		Date	

(Insert or attach digital images / photographs of both the exterior packaging, as received, and of the unopened evidence container.)

Trace Evidence

Trace Exams Requested	
Trace Examiner(s)	
Trace Evidence Observed	

(Insert or attach a digital image / photograph of trace material in place.)

Initials: _____

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Toolmark Identification (Tools)

Lab File No.: _____

Examiner: _____

Latent Fingerprint Examination

Yes

☐

No

☐

Marking of Evidence

Marked	
Location	
Previous Marks	
Location	
Other Marks	
Location	

Initials: _____

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Toolmark Identification (Tools)

Lab File No.: _____

Examiner: _____

General Examination

Class characteristics represented by tool	
Type of tool	
Action employed by tool	
Brand name of tool	
Size of tool	
Condition of tool	

(Insert or attach digital image/photograph of tool here; if necessary, supplement with sketches to illustrate significant areas used in later microscopic comparisons)

Method for Obtaining Test Marks

Describe tool surface used, test medium, direction and angle employed.	
<i>Images, sketches, color coding can be useful here.</i>	
Test marks scribed and labeled in sequence (e.g., T-1, T-2, etc.)	

Quality assurance / verification initials/signature

[Return to Users Guide.pdf](#)

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Initials: _____