

Sample Forensic Examination Worksheet

Cartridge and Shotshell Examination
(Fired and Unfired)

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 digital images / photographs of trace material in place.)

Initials: _____

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Latent Fingerprint Examination

Yes

No

Marking of Evidence

Marked	
Location	
Previous Marks	
Location	
Other Marks	
Location	

Initials: _____

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General Examination

Cartridge Type/ Gauge	
Manufacturer/ Marketer	
Centerfire or Rimfire	
Geometry of Cartridge Case	
Load Data (from side of shotshell casing)	
Composition of Case/Casing	
Primer, Color and Sealant (if any)	
Position and Number of Cannelures (if any)	
Headstamp Data & Image/Photograph/Sketch	

(Insert or attach digital image/photograph/sketch here)

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Firing Pin Impression(s) (if any)

(Circle type from FBI GRC File codes)

Rectangular	Circular	Hemispherical
Scalloped	Semicircular	Slant Left
V-shaped	Wedge	Slant Right
Valley	Double	Bar
U-shaped	Other	

Drag Marks	
Multiple Impressions	
Extractor Marks	Shape
	Multiple Marks
Ejector Marks	Shape
	Multiple Marks
Position relative to: 3 o'clock Centerfire Extractor or 12 o'clock Rimfire Firing Pin Impression	
Other Marks	Chamber
	Magazine
	Ejection Port
	Reloading
	Anvil marks
	Other

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(Insert or attach other digital images/photographs of Item)

Evaluation of Potential for Microscopic Comparisons

Assign Quality:

1. Sufficient microscopic marks present for comparison purposes.
2. Microscopic marks present but insufficient for comparison purposes.
3. No microscopic marks present.

TYPE	QUALITY (1, 2, or 3)
Firing Pin Impression	
Breech Face Marks	
Extractor Marks	
Ejector Marks	
Chamber Marks	
Anvil Marks	
Ejection Port	
Magazine Marks	
Reloading Marks (resizing and crimping)	
Other Marks	

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Microscopic Comparisons

Results of intercomparison of Test Specimens	
Items to be compared (e.g., Item #1 versus Item #2)	
Class characteristics consistent	<input type="checkbox"/> Yes <input type="checkbox"/> No
Orientation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Orientation mark, color, and location	
Conclusion	

(Insert or attach digital images/photographs of comparison)

Quality Control/Verification initials/signature

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[Link to Sample Report.pdf](#)

Initials: _____