

Sample Forensic Examination Worksheet

Toolmark Identification (Toolmarks)

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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Latent Fingerprint Examination

Yes

No

Marking of Evidence

Marked	
Location	
Previous Marks	
Location	
Other Marks	
Location	

Initials: _____

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General Examination

Class of tool that made the toolmark	
Major and minor classes of toolmarks present	
Physical characteristics of the toolmarks present	
Direction of the toolmark	

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

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Evaluation of Potential for Microscopic Comparisons

Character of microscopic marks present	<input type="checkbox"/> Sufficient microscopic marks present for comparison purposes <input type="checkbox"/> Microscopic marks present but insufficient for comparison purposes <input type="checkbox"/> No microscopic marks present
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DO NOT PROCEED UNLESS:

**Sufficient Microscopic Marks Are Present
For Comparison Purposes**

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Microscopic Comparisons

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

(Insert or attach digital images / photographs of comparison here.)

Quality assurance / verification initials/signature

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Initials: _____