

# Sample Forensic Examination Worksheet

## Examination of Firearms

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.)**

Initials: \_\_\_\_\_

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### Trace Evidence

Trace Exams Requested	
Trace Examiner(s)	
Trace Evidence Observed	

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

### Latent Fingerprint Examination

Yes

No

### Marking of Evidence

Marked	
Location	
Previous Examiner Marks	
Location	
Other Marks (e.g., investigator)	
Location	

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### Condition as Received

Action position: (open, closed, cocked or uncocked)	
Loaded or unloaded	
Chamber empty?	
Magazine inserted or removed	
Safety in on/off position	
Bore obstructions noted	
Modifications noted	
Missing / damaged parts	
Missing / loose screws	
Halos or flares on cylinder (revolvers only)	

### Detailed Examination

Manufacturer / brand	
Model	
Finish type and condition	
Cartridge type	
Serial number	
Serial number location	
Other manufacturer markings / location	

### Type of Firearm

Revolver

Pistol

Rifle

Shotgun

Derringer

Other: \_\_\_\_\_

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### Type of Action / Operation

(Circle one)

Bolt	Lever	Pump
Single-shot	Single-action	Double-action
Side-by-side	Semiautomatic	Fully automatic

Other: \_\_\_\_\_

Direction of revolver cylinder rotation: (clockwise or counterclockwise)	
Cylinder / magazine capacity	
Barrel length	
Overall length	
Grips / stock	
Type of sights	
Internal condition of barrel	
Powder residues observed / location	Barrel                      Cylinder chambers
Number of lands and grooves	
Direction of twist	
Firing pin shape and finish	
Breechface surface finish	

**(Insert or attach digital image / photograph of firearm.)**

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### Function-Related Examination

Trigger pull testing	
Safety type (e.g., trigger block, hammer block)	
Safety location	
Operability of safety	
Accidental discharge potential (potential for firing without pulling trigger)	

### Test Firing for Known Specimens

Test ammunition used	
Number of test bullets fired and recovered	
Number of test cartridge cases recovered	

### Test Firing for Operation

Firearm fires normally (Mechanism fires as intended by design)	Check here if applicable.
Firearm is fireable in spite of some defects (Can be made to fire even if some firing mechanism defects exist)	Check here if applicable.
Firearm is inoperable (Cannot be made to fire normally due to defects)	Check here if applicable.
Defects which preclude normal operation and render the firearm only fireable (defined above) or inoperable (defined above)	

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### Shock Testing

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### Drop Testing

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Quality Control/Verification initials/signature

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[Link to Sample Report.pdf](#)

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