



Brazoria County Sheriff's Office

Digital Forensics Lab Request Form

Date & Time:

Case Number:

Requested by:

Case Name:

Item:

Description/Condition:

Biohazard:

Authorization Type: |None- | SW- | Consent- | Pending- |Suspected Child Pornography:

Processing Details, (what are you looking for?):

Item:

Description/Condition:

Biohazard:

Authorization Type: |None- | SW- | Consent- | Pending- |Suspected Child Pornography:

Processing Details, (what are you looking for?):

Item:

Description/Condition:

Biohazard:

Authorization Type: |None- | SW- | Consent- | Pending- |Suspected Child Pornography:

Processing Details, (what are you looking for?):

Entered into Guardian by: _____ Date: _____

Information for filling in the DFLRF:

Date: Date you fill out the form

Case Name: Highest charge or list multiple

Case Number: Use the issued Brazoria county case number assigned

Requested by: Your name goes here

Item: Please leave Item Number Blank. ID PROPERTY, ID CRIME SCENE OR CID INVESTIGATIONS WILL PROVIDE ITEM NUMBER (many times cases will have multiple electronics, submitted by several divisions in the same case and we cannot have duplicated item numbers)

Description/Condition: Please **be descriptive:** Black phone with a Clear case with cracked screen. If the make is visible, put the make in the description. If you do not see the Make and Model – *do not guess*. Just be as descriptive as possible. Please note anything “special” or “different” about the Item. It may have a sticker on it, severely cracked screen, missing parts, Writing on it, or identifying numbers on the item. *Do not use a phone number as the only identifying information!*

Biohazard: Check this if the item is suspected of being contaminated with bodily fluids.

Authorization Type: This is the legal authority for use to process the phone. Please mark the authorization type you are submitting with the item.

Suspected CP: If the item has Child Pornography or, you believe, the item has Child Pornography – CHECK THIS BOX.

Processing Details: This is where you let us know what you are looking for on the item. Text Message, Pictures, Video, Snapchat, Facebook, ETC... The more detailed you are, the better we can verify, we extracted the information you wanted or explore alternate processing options to extract the data.

PATROL DIVISION Example

Item: PATROL DIVISION: LEAVE ITEM # BLANK (ID WILL PROVIDE ITEM NUMBER)

Description/Condition: Black phone with Blue Case (otter box, etc) Cracked screen/broken case Biohazard:

Authorization Type: | None- | SW- | Consent- | Pending- | Suspected Child Pornography:

Processing Details, (what are you looking for?): Pictures the child sent to the suspect text messages between suspect and child / also used messenger to chat

Example 2

Item: PATROL DIVISION: LEAVE ITEM # BLANK (ID WILL PROVIDE ITEM NUMBER)

Description/Condition: Homebuilt Desktop computer Black case with a transparent side panel No markings on case Biohazard:

Authorization Type: | None- | SW- | Consent- | Pending- | Suspected Child Pornography:

Processing Details, (what are you looking for?): Emails, spreadsheets, docs, evidence supporting embezzlement