

## \*NEW POLICY EFFECTIVE JUNE 1, 2022

All requests for assistance from non-participating agencies must be accompanied by a letter on the submitting agency's letterhead head with the below information. Additionally, the letter must be signed by the Agency head.

Date:

To: FBI Salt Lake City  
Director, Intermountain West Regional Computer Forensics Laboratory  
(IWRCFL)

From: **Your Title/Name (Must be a Chief or Commanding Officer)**  
**Your Agency**

Reference: **Agency Name Case #12345**  
**Nature of Case and/or Defendant Name**

Dear IWRCFL Director,

This letter is a formal request for digital forensic assistance from the Intermountain West Regional Computer Forensics Laboratory.

This letter acknowledges that our agency does not participate in the IWRCFL and does not provide any personnel or funding. As such, the IWRCFL Lab Director has the right to decline services on the above referenced case, if the IWRCFL cannot accommodate the request. I also understand that all participating agency cases will get priority over non-participating agency cases. Lastly, I understand that in the future, the IWRCFL may be forced to reduce or eliminate all examination requests from non-participating agencies based on their staffing levels and the increasing number of requests for their services.

We further acknowledge that any forensic assistance provided by the IWRCFL on the above referenced case may require our Case Agent(s)/Investigator(s) to review the evidence using the RCFL's review process.

Respectfully,

**Your Name**  
**Agency Name**