KRCFL Search Request Form

440 N. Whittington Pkwy, Burhans Hall, Suite 255 Louisville, KY 40222
Website: www.krcfl.org Email: krcfl@fbi.gov
Main Line: 502-423-6740, Fax: 502-423-6744

Case Information

Date Request Submitted:	Request Number (KRCFL Use Only):
Officer/Detective/Agent:	Agency Case Number:
Officer/Detective/Agent Email:	Officer/Detective/Agent Cell:
Supervisor's Name:	Office Phone:
Submitting Agency:	Agency Address:
Suspect's Name:	Victim's Name:

Classification Level:	Prosecutor:	Jurisdiction:
☐ Unclassified ☐ Secret		☐ State ☐ Local ☐ Federal ☐ Military ☐ Other:

Request Details

Legal Authority (submit with affidavit before search if possible): ☐ Consent ☐ Search Warrant ☐ Abandoned Property ☐ Other:	Type of Crime: ☐ Threat to Life ☐ Terrorism ☐ Kidnapping ☐ Drugs ☐ Child Exploitation ☐ White Collar ☐ Other:

Type of On-site Assistance: ☐ Imaging (*Requires Extended Time) ☐ Triage (Ex. Identify Accounts/Events/contraband for interview/arrest/what to seize) ☐ Vehicle Extraction ☐ DVR (Video Retrieval)	Expected Date of Search:	Expected Date of Ops Brief:
	Estimated Number of Digital Items:	

Technologies (if known): ☐ Windows ☐ Apple/Mac ☐ Unix-Linux ☐ Mobile ☐ DVRs ☐ Vehicle ☐ Networks/Server racks	Search Location(s):

Considerations (If Applicable/Known)

What are the known user accounts/usernames? (Ex: Apple, Google, Third-party app data such as Facebook, Snapchat, Kik)	
Preparation to preserve digital evidence	Do you have preservation orders served for known user accounts of interest and on hand if new accounts are identified?
	Consider how best to disable wireless communications if a device is on. Do you have a faraday bag and charging block available?
Dates/Times of Interest	
List Key Facts of Relevance	
Are Networks/Server racks expected at the location?	If present confirm: if proprietary software is being used, contact information of system administrator, where data resides (on-site in home/business or off-site), and determine if it is covered in legal authority if off-site.
What artifacts are important?	☐ Pictures/Video ☐ Email ☐ Internet History ☐ App Data ☐ Documents ☐ Locations ☐ Communications ☐ Deleted Items ☐ Other:

Last Updated: March 2022