NEW JERSEY REGIONAL COMPUTER FORENSICS LABORATORY

Laboratory Location: NJSP Technology Center 1200 Negron Dr. Hamilton, NJ. 08691 (609) 631-8777

RCFL USE ONLY

18-23 (09-01-2026)

SERVICE REQUEST#

CART ☐ **FAVP** ☐

SUBMIT TO: INSTRUCTIONS ONLINE

REQUEST: INITIAL ☐ SUPPLEMENTAL ☐	**DATE OF SERVICE REQUEST:**	**AGENCY CASE NUMBER:**
REQUEST TYPE: EXAM ☐ TECHNICAL ☐ SEARCH ☐	**PREVIOUS CASE#:**	**CASE TITLE/SUSPECT:**
REQUESTOR (TITLE/FIRST/LAST NAME):	**REQUESTOR OFFICE NUMBER:**	**REQUESTOR CELL NUMBER:**
REQUESTOR EMAIL:	**TASK FORCE:** ☐ N/A ☐ ICAC ☐ JTTF ☐ OTHER:	
UNIT/SQUAD:	**SUBMITTER IF DIFFERENT FROM REQUESTOR:**	**SPECIAL HANDLING:** ☐ N/A ☐ GRAND JURY ☐ OTHER:
SUBMITTING AGENCY & ADDRESS:	**SUPERVISOR:**	**SUPERVISOR EMAIL/ PHONE:**

LEGAL: COPY OF LEGAL AUTHORITY (LA) SHOULD BE PROVIDED WITH REQUEST

JURISDICTION: FEDERAL ☐ STATE ☐ LOCAL ☐	**IS THIS A FILED CASE?** Y ☐ N ☐	**COURT CASE NUMBER:**
CRIME TYPE:	**PENDING COURT DATE:**	**LEGAL AUTHORITY:**
LEGAL AUTHORITY EXPIRATION: N/A ☐ Y ☐	**DATE EVIDENCE SEIZED:**	**EXIGENT CIRCUMSTANCES:** N/A ☐ Y ☐ Specify in Synopsis

FIELD SERVICE (SEARCH) REQUEST:

PROPOSED FIELD SERVICE DATE:	**ESTIMATED NUMBER OF DEVICES:**	**SERVICE LOCATION OR ADDRESS:**

BACKGROUND INFORMATION:

WAS THE EVIDENCE ACCESSED PRIOR TO SUBMISSION? Y ☐ N ☐	**BIOHAZARD?** Y ☐ N ☐ Specify in Synopsis	**(FBI ONLY) WERE LAB PERSONNEL CONSULTED?WHO?** Y ☐ N ☐

CASE SYNOPSIS (Please provide a brief explanation of your case):

SERVICE REQUESTED: DESCRIBE YOUR REQUEST & ITEMS BEING SUBMITTED (Device description, quantity, image and process for CAIR, image only, mobile device unlock, password, passcode, pin, AFU/FBU etc.) By submitting this service request, the requestor agrees the laboratory will choose the most appropriate, approved method(s) to address the request. It is also understood that a deviation from approved methods may be used if necessary.

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PROCESS	NAME	DATE	PROCESS	NAME	DATE
RECEIVED BY			LA REVIEW BY EXAMINER		
DB ENTRY BY			INITIAL CONTACT W/ INVESTIGATOR		
LA OPS REVIEW BY			TECHNICAL REVIEW		
ASSIGNED BY			ADMIN REVIEW		
PRIORITY			NOTIFY FOR PICKUP		
LEAD EXAMINER			REPORTS DISTRIBUTED		
REASSIGNED BY			EVIDENCE RETURNED		
REASSIGNED TO			DB CLOSED BY		