

This letter MUST be sent on your agency's letterhead.

Your Name
Your Agency
Your Street Address
Your Telephone Number

Current Date

Federal Bureau of Investigation
New Jersey Regional Computer Forensic Laboratory (NJRCFL)
1200 Negron Drive
Hamilton, New Jersey 08691

RE: Request for FBI CART UNIX Program Tools

Dear NJRCFL Director,

On behalf of my Agency, I would like to request that the New Jersey Regional Computer Forensic Laboratory and the FBI Computer Analysis Response Team (CART) Unit, FBI Headquarters, provide us with the following computer forensic tools:

_____ copies of The Image Scan CDROM/Floppy Disk Component system

This tool will be used by personnel of our agency and distributed subject to and only in accordance with all license and distribution agreements conditions as stated in the software CD. No documentation of these tools will be release to any third party without prior written permission from the FBI. Our agency will provide immediate written notice to the NJRCFL and CART Unit in the event any third party seeks to compel access to the tools or their documentation through court discovery, subpoena or other process.

With respect to technical support matters, the [Job Title, (currently John Doe) (Phone Number)] or such other person who shall thereafter be designated in writing to the FBI will serve as the first line of technical support to our personnel and as the primary point of contact between our agency and the FBI. In all instances, [John Doe, Job Title] will be contacted by our personnel prior to the [Job Title's] contacting the NJRCFL or CART Unit directly for technical support, if necessary.

I understand that in order to become authorized users of Image Scan, all users must attend the one-day Image Scan training. Registration for Image Scan is available at www.NJRCFL.org, >Training, >Training Schedule.

Sincerely,

Your Name
Title