

# New Mexico Regional Computer Forensics Laboratory

## Service Request Form

The customer agrees by submitting this request, the laboratory will select the technical procedures necessary to complete the request.  
All items in RED are **REQUIRED FIELDS**



**Date**  **Submitting Agency**  **Case#**

**First/Last Name**  **Office**  **Cell**  **E-Mail**

**Agency Address:**

**Type of Request:**  Initial Request  Follow Up  Examination  On Site S/W Assistance  Technical - Other

**Special Handling:**  Classified Material  Attorney Client Privileged  Privacy Act Protected

**Search Authority:**  Search Warrant  U S Govt. Property  Consent - Verbal  
 G J Subpoena  Consent - Written  Other (describe below)

Other Authority Description Here

**Has anyone viewed, accessed or examined this evidence prior to submission? If yes, explain below.**  Yes  No

**Evidence was Seized in New Mexico?**  Yes  No

**Seizure Date**  **Jurisdiction**  State  Federal  Other (describe)

**Describe Number and Type of Items**  
i.e. 1 laptop(s), 2 desktop(s), cell phone(s)

**Operating Systems (if Known):**  Windows  Cell Phone  PDA  Audio  
 Apple (Mac OS)  Linux - Unix  Video  Camera

**Anticipated Court Date (if Known)**  **Prosecutor**  **Phone**

**Subject Name**  **DOB**  **SSN**  **In Custody?**  Yes  No

**Subject Name**  **DOB**  **SSN**  **In Custody?**  Yes  No

**Service Request** - Briefly describe the type of crime and services being requested - Identify any investigative or court deadlines

**Keywords** or other Specific Search Terms (i.e. names, account numbers, e-mail addresses)

**Evidence will NOT be accepted without a copy of the legal authority**

Please bring form when dropping off evidence. Questions? Call the NMRCFL at 505-241-5090