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#** ____

Investigator ____ **Office** ____ **Cell** ____ **EMail** ____

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 <u>copy of the legal authority</u>

FAX completed form to 505-241-5152. Questions? Call the NMRCFL at 505-241-5090