

*NEW POLICY EFFECTIVE MAY 1, 2012

All requests for assistance from non-participating agencies must be accompanied by a letter on the submitting agency's letterhead head with the below information. Additionally, the letter must be signed by the Agency head.

Date:

To: FBI Philadelphia
Director, Philadelphia Regional Computer Forensics Laboratory (PHRCFL)

From: Your Title/Name (Must be a Chief or Commanding Officer)
Your Agency

Reference: Agency Name Case #12345
Nature of Case and/or Defendant Name

Dear PHRCFL Director,

This letter is a formal request for digital forensic assistance from the Philadelphia Regional Computer Forensics Laboratory.

This letter acknowledges that our agency does not participate in the PHRCFL and does not provide any personnel or funding. As such, the PHRCFL Lab Director has the right to decline services on the above referenced case, if the staff cannot accommodate the request. I also understand that all participating agency cases will get priority over my and all other non-participating agency cases. Lastly, I understand that in the future, the PHRCFL may be forced to reduce or eliminate all examination requests from non-participating agencies based on their staffing levels and the increasing number of requests for their services.

We further acknowledge that any forensic assistance provided by the PHRCFL on the above referenced case may require our Case Agent(s)/Investigator(s) to review the evidence using the RCFL's review process.

Respectfully,

Your Name
Agency Name