



# Philadelphia Regional Computer Forensic Laboratory

## SERVICE REQUEST FORM

PHRCFL  
201 KING OF PRUSSIA RD  
STE 300  
RADNOR, PA 19087  
(610) 975-3691

### REQUESTOR INFORMATION

|                    |                     |  |  |
|--------------------|---------------------|--|--|
| DATE:              | AGENCY CASE NUMBER: | REQUEST TYPE:<br><input type="checkbox"/> First Request <input type="checkbox"/> Follow-Up Request | SERVICE TYPE:<br><input type="checkbox"/> Lab Exam <input type="checkbox"/> On-Site Search |
| CASE AGENT:        | CASE AGENT EMAIL:   | CASE AGENT CELL PHONE:   |  |
| SUBMITTING AGENCY: | AGENCY ADDRESS:     | AGENCY / SQUAD PHONE NUMBER:   |  |

### CASE INFORMATION

|  |                           |
|--|---------------------------|
| NAME / CASE TITLE:   | CASE / CRIME TYPE:        |
| LEGAL AUTHORITY:<br><input type="checkbox"/> Search Warrant <input type="checkbox"/> Subpoena <input type="checkbox"/> Consent <input type="checkbox"/> Other - Explain: |                           |
| CLASSIFICATION:<br><input type="checkbox"/> Unclassified <input type="checkbox"/> Secret   |                           |
| PROSECUTOR ASSIGNED:<br><input type="checkbox"/> Yes <input type="checkbox"/> No   | PROSECUTOR NAME / NUMBER: |
| JURISDICTION:<br><input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Federal  |                           |

### RCFL CONSULTED IN PREPARATION

|   |                |
|---|----------------|
| RCFL CONSULTED:<br><input type="checkbox"/> Yes <input type="checkbox"/> No | EXAMINER NAME: |
|---|----------------|

### SERVICE REQUEST

|  |   |
|--|---|
| ON-SITE SEARCH LOCATION / ADDRESS(S):  | DATE OF REQUESTED SEARCH:   |
| EVIDENCE TYPE(S):<br><input type="checkbox"/> Workstation <input type="checkbox"/> Laptop / Netbook <input type="checkbox"/> Cell Phone <input type="checkbox"/> Other | OPERATING SYSTEM(S):<br><input type="checkbox"/> Windows <input type="checkbox"/> Apple / Mac <input type="checkbox"/> Linux / Unix <input type="checkbox"/> Android <input type="checkbox"/> Unknown   |
| EVIDENCE VIEWED / ACCESSED:<br><input type="checkbox"/> Yes <input type="checkbox"/> No  | LIST NAME(S):   |
| EVIDENCE CONTAINS PRIVILEGED INFO:<br><input type="checkbox"/> Yes <input type="checkbox"/> No   | EXPLAIN:  |
| EVIDENCE REQUIRES SPECIAL HANDLING:<br><input type="checkbox"/> Yes <input type="checkbox"/> No  | EXPLAIN:  |
| PROCESS ON CAIR:<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |   |
| <b>REQUESTED SERVICE:</b>  | Please list each item(s) of digital evidence submitted to include all serial numbers. Describe IN DETAIL what information is requested, see page 2 for helpful hints. If you have supplemental documents that may assist in the examination, attach them to this service request. |

PLEASE HANDCARRY OR FAX WITH LEGAL AUTHORITY TO (610) 975-5103

|                              |                   |  |                   |  |                    |
|------------------------------|-------------------|--|-------------------|--|--------------------|
| <b>RCFL<br/>USE<br/>ONLY</b> | DATE RECEIVED     |  | LEAD ASSIGNED:    |  | EXAMINER ASSIGNED: |
|                              | CASE PRIORITY     |  | LEAD CLOSED IN DB |  | RCFL#:             |
|                              | LEAD OPENED IN DB |  | LEAD COMPLETED    |  |                    |



## SERVICE REQUEST GUIDE

*Please take the time to read this document as it will explain the process of filling out a Service Request Form.*

It is the responsibility of the submitting Agency to provide a Service Request Form and Legal Authority before the case can be accepted by the PHRCFL.

### **Requestor Information:**

This section contains required information that is needed so that we may begin the documentation and tracking of your case.

### **Case Information:**

This section contains information that will assist us in the handling of your case.

### **RCFL Consulted in Preparation:**

The RCFL Examiners can provide you with assistance in the submission of your Service Request or information that may be needed for your warrant. This also includes any guidance or assistance that may be needed in a field search, on-site imaging or evidence handling where electronic evidence is suspected of being used.

### **Service Request:**

This section contains additional information that the case agent would provide to the examiner as to what is being sought or searched for on the digital evidence. Please be specific when completing the Requested Service area.

#### *Helpful Tips to Remember*

- ✓ The Examiner will contact the Case Agent prior to starting the examination and discuss the requested information once the Examiner has had the opportunity to review the Service Request and Legal Authority.
- ✓ Supply the name of the victim(s) and suspect(s), including nicknames, email addresses, and online user IDs.
- ✓ Are there any searchable terms/words that may assist to provide you results for specific items of interest?
- ✓ Complete the service request to its entirety. The more information you supply will assist in the examination process.
- ✓ Do not request “any/all information” on the evidence as the amount of results can be very large and thus not specifically useful to you. Please be detailed and specific when requesting: Documents, Spreadsheets, Emails, User/System Information, Internet History, Chat logs, CVIP search, graphic files, etc.

**All evidence submitted at the RCFL is treated as “LAW ENFORCEMENT SENSITIVE”.**



## Philadelphia RCFL In-Take Policy

The Philadelphia RCFL accepts digital evidence from the FBI, Pennsylvania state, and local law enforcement agencies with these guidelines. No more than 5 evidence items will be accepted per request without prior approval from the PHRCFL Director.

Participating Agencies: The PHRCFL will accept all digital evidence from participating agencies. To submit, bring the PHRCFL Request Form, legal authority (including receipts of property seized for search of location listing evidence items), and the digital evidence to the PHRCFL during evidence intake hours.

- **Cellular Phones:** Participating agencies are strongly encouraged, but not mandated, to use the Cell Phone Kiosk instead of submitting these items to the PHRCFL.
- **Loose Media:** all loose media (DVDs, CDs, Floppy Disks) will not be accepted without prior approval from the Director of the PHRCFL.
- **Locked Devices:** Participating agencies may submit locked devices to the PHRCFL. If the PHRCFL is unable to unlock, these devices will be submitted to CART headquarter labs for further analysis.

Non-Participating Agencies: The PHRCFL will accept digital evidence from non-participating agencies at the sole discretion of the Director of the PHRCFL. To submit, bring the PHRCFL Request Form, legal authority (including receipts of property seized for search of location listing evidence items), Non-Participating Agency Letter, and the digital evidence to the PHRCFL during evidence intake hours.

- **Cellular Phones:** All non-participating agencies **must** process their cell phone requests through the Cell Phone Kiosk before making a request to the PHRCFL for a laboratory examination of a cell phone.
- **Loose Media:** all loose media (DVDs, CDs, Floppy Disks) must be processed using the Loose Media Kiosk.
- **Audio/Visual Enhancements:** No requests will be accepted for any audio/visual enhancement work.
- **Locked Devices:** No requests will be accepted for any locked devices.
- *All work done for non-participating agencies is at the sole discretion of the Director of the PHRCFL.*

### Participating Agencies:

FBI

Philadelphia Police Department

Bucks County District Attorney's Office

Delaware County District Attorney's Office

Montgomery County District Attorney's Office