Blank form. Adapt it to your agency's evidence procedures and local law before use.

DIGITAL EVIDENCE CHAIN OF CUSTODY FORM

One form per item. Write every time with its UTC offset (for example 14:05 UTC+05:30). Never leave a field blank: write “none” or “not applicable”.

1. Case and exhibit

Case number *Your agency's case, crime or FIR number.*	
Exhibit / item number *The number on the exhibit label. Use the same number everywhere.*	
Agency *Full name of the agency that holds the case.*	
Unit *Unit, laboratory or department.*	

2. Item description

Item type *Tick one.*	☐ Device ☐ Storage media ☐ Cloud account export ☐ Web capture ☐ File ☐ Other: _____
Description *What it is, in plain words. For example: black mobile phone, cracked screen.*	
Make / model *As printed on the item. For cloud, web and file items write “not applicable”.*	
Serial number / IMEI *Every identifier on the item. If none is visible, say so.*	
URL or account identifier *For web captures and cloud exports: the full URL or account name or ID, and the platform.*	
Condition when acquired *Powered on or off, locked, damaged, network isolated.*	

3. Acquisition

Date and time (with UTC offset) *For example 2026-11-10 14:05 UTC+05:30.*	
Location *Place of seizure, or the system the capture ran on.*	
Method *Seizure, physical or logical image, cloud export, web capture or file copy.*	
Tool and version *Software and hardware used, with exact versions (including any write blocker).*	
Acquired by *Name, rank or ID, and signature.*	
Legal authority reference *Warrant, notice, order or consent number, and its date.*	

Blank form. Adapt it to your agency's evidence procedures and local law before use.

Case number: _____ Exhibit / item number: _____

4. Integrity

Hash algorithm *SHA-256 is the usual choice. Avoid MD5 or SHA-1 on their own.*	
Hash value at acquisition *The full value, recorded before the item is handed to anyone.*	
Verification hash value *Recomputed from the image or working copy. It should match the value above.*	
Re-verified on and by *Date, time with UTC offset, and name. Log each check in the transfer log too.*	
Seal or evidence bag number *The number on the tamper-evident seal or bag. Record any new seal.*	

5. Transfer log

One row for every handover, including into and out of storage. Both people sign at the time of transfer. Continue on another copy of this page if you need more rows.

No.	Date and time (UTC offset)	Released by (name, signature)	Received by (name, signature)	Purpose	Storage location	Hash checked (Y/N)
1		Name: Sign:	Name: Sign:			
2		Name: Sign:	Name: Sign:			
3		Name: Sign:	Name: Sign:			
4		Name: Sign:	Name: Sign:			
5		Name: Sign:	Name: Sign:			
6		Name: Sign:	Name: Sign:			
7		Name: Sign:	Name: Sign:			
8		Name: Sign:	Name: Sign:			
9		Name: Sign:	Name: Sign:			
10		Name: Sign:	Name: Sign:			

Blank form. Adapt it to your agency's evidence procedures and local law before use.

Case number: _____ Exhibit / item number: _____

6. Final disposition

Disposition *Tick one.*	☐ Returned ☐ Destroyed ☐ Retained
Details *Returned to whom, how destroyed, or where retained and until when.*	
Authorised by *Name, rank or ID, and signature of the person who authorised it.*	
Authority reference *Court order, case closure or retention rule that allows it.*	
Date and time (with UTC offset) *When the disposition was carried out.*	
Carried out by *Name, rank or ID, and signature.*	

Notes

Anything unusual: a broken seal, a hash mismatch, a delay in transfer, and what was done about it.

Form provided by Invar (useinvar.com)