Competency/Serial Number:

Date:

SECURITY PROGRAMS BRANCH - PROPERTY CUSTODY RECEIPT
This document is to remain with property at all times.

Complete this form and return it to the Security Office.

RECEIVING ACTIVITY	CHECK ONE ☐ Found Property ☐ Incident	INCIDENT CASE NUMBER

CONTACT INFORMATION OF PERSON AND/OR LOCATION WHERE PROPERTY WAS OBTAINED

Name (Last, First, MI)	COMPETENCY	PHONE NUMBER

WORK ADDRESS	DATE/TIME PROPERTY OBTAINED

LOCATION OF PROPERTY FOUND WHEN OBTAINED

RECEIVING PERSON (Printed name)	DATE	SIGNATURE

ITEM	QUANTITY	**ITEM DESCRIPTION** (Include model number, serial number, identifying features, etc.)

The following section should be completed by each person who obtains custody of property

ITEM(S)	DATE AND TIME	PURPOSE

RELEASED BY		RECEIVED BY	
Printed Name		Printed Name	
Competency	Telephone	Competency	Telephone
Signature		Signature	

ITEM(S)	DATE AND TIME	PURPOSE

RELEASED BY		RECEIVED BY	
Printed Name		Printed Name	
Competency	Telephone	Competency	Telephone
Signature		Signature	

ITEM(S)	DATE AND TIME	PURPOSE

RELEASED BY		RECEIVED BY	
Printed Name		Printed Name	
Competency	Telephone	Competency	Telephone
Signature		Signature	

ITEM(S)	DATE AND TIME	PURPOSE

RELEASED BY		RECEIVED BY	
Printed Name		Printed Name	
Competency	Telephone	Competency	Telephone
Signature		Signature	

ITEM(S)	DATE AND TIME	PURPOSE

RELEASED BY		RECEIVED BY	
Printed Name		Printed Name	
Competency	Telephone	Competency	Telephone
Signature		Signature	

This document to remain with property at all times.

INCIDENT NUMBER	ENCLOSURE

INSTRUCTIONS

This form used to maintain a chain of custody for government and personal property either found and/or obtained for safekeeping or evaluation in the course of an investigative inquiry. Each individual in the chain of custody is responsible for the item(s) including its care, safekeeping and preservation while under their control.

Security POC: Enter the name of the Security Representative responsible for the inquiry or the safekeeping of the found property.

Check One: Check Incident # if the property is part of a Security Inquiry (Security Violation) and enter the case number assigned. Check Found if the property is found property.

Complete contact information of Person and/or location where property obtained: Person Received from - include Name, Competency, work address and work phone number. Location - exact address and location where property obtained or found.

Date and Time Property Obtained: Date and time Security obtained property.

Name and Signature of Receiving Person: Name and Signature of Security Representative receiving property.

Item: Alphabetically identify each item with the first item being "A" the second item "B", etc.

Quantity: List the quantity of items; for example, if there is more than one of the same item, list how many.

Description of item to include Model #, Serial #, Identifying features: Include physical characteristics such as damage, and if recording currency list denomination and serial number.

Incident # _____ **Enclosure** _____ To be used in the event item is part of an inquiry.

Item: List the item(s) that are transferred from one individual to another. Example: A, B or A,B,C.

Date and Time: List the Date and Time when item(s) are transferred from one individual to another.

Print Name, Competency, Phone Number, and Signature of person releasing the property.

Received By: Print Name, Competency, Phone Number, and Signature of person receiving the property.

Purpose: (List one of the following reasons for the transfer of property)
Safekeeping = Used when property maintained by Security until released to Owner or proper authority such as Company Representative or Command Representative.
Returned to Owner = Used when returned to Owner, Company Representative or Command Representative.
Forensic Evaluation = Used when property released to Information Assurance or Computer Forensics.
Evidence = Used when released to Law Enforcement.