



STAFFORDSHIRE POLICE

DFU Digital Examination Request Form for Computer and Mobile Devices

This form is to be utilised to submit computer and mobile devices for Level 2 Forensic Examination, **not Digital Triage or Level 1 Phone examination**. Level 1's should be referred to the Forensic Investigation department and Triage requests should be directed to the Digital Forensics Unit (DFU) at HQ on a DFU Triage Request Form.

This form is to be completed and reviewed in conjunction with the relevant Digital Processing Notice (DPN) form(s).

Case References and Submitting Officer Details:	Exhibit/Examination Considerations (For Forensic Submissions Use Only):
Force: Staffordshire Police Division/Area: Occurrence Number: URN: Operation Name (if applicable):	☐ Biohazard Examination ☐ Fingerprint Preservation ☐ DNA Preservation Service Level: Standard/Critical/Priority <i>(Delete as Appropriate)</i> For Urgent Requests Only , Name and contact number for who the examination updates/findings need to be sent to and also who will be available to collect working copy discs, where applicable: Key Date (include detail of what key date relates to, e.g. bail date. If detailing a bail date, please also provide the type of bail (Sgt, Insp, etc.): *[Text Deleted]
Officer in Case: Tel: Email: Secondary Contact: Tel: Email:	

Offence Details and Suspect Accounts:
Offence Date and Time: Offence(s): Case Circumstances: <i>When submitting seized devices with a DPNa, these can be detailed in full within the DPN.</i> <i>When submitting volunteered devices with a DPNa, please use the space below to detail this, as there is not an appropriate section within this DPN form to do so.</i>

Account Provided by the Suspect(s):

Victim/Witness/Other Details (if not already supplied within a DPN):

Name: DoB:
Role: Victim/Witness/Other (delete as appropriate)

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Role: Victim/Witness/Other (delete as appropriate)

Suspect Details (if not already supplied within a DPN):

Name: DoB: Occupation:
PNC Warning Sign: Status: Key Date:

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Exhibits Submitted:

Property Number	Exhibit Reference	Bag Number	Exhibit Description	Item Relates to	Date/Time Seized	Name of Person Seizing Item

Upon completion, add form to the Niche occurrence along with the DPN(s). Raise a task for a Forensic Submission and complete relevant Digital evidence Occurrence Entry Logs (OEL). Email 'Forensic Submissions' to notify them of the task number.

Authorisation Details *(For completion by Forensic Submissions):*

Submission Authorised by:

Date:

Property Store:

OEL(s) Copied over from Niche Occurrence:

Comments

Continuity:

Method of Delivery:

Hand Delivered ☐

Delivered by Courier ☐

Seal Number(s):

Name of person Delivering:

Signature:

Date:

Person receiving at Forensic Service Provider (FSP)

Name:

Signature:

FSP Date Stamp: