






INSTRUCTIONS FOR COMPLETING THE ANALYSIS REQUEST FORM

1.  Click the download icon at the top of the screen.
2.  Save the file to your computer.
3.  Complete the form with all necessary information.
4.  Rename and save the completed form.
5.  Email the completed form with a copy of the search warrant/
consent form to DPS.DigitalForensics@vermont.gov

Once received, a member of the Technology Investigation Unit will contact you when your evidence is ready to be processed. *Please do not bring evidence until you are notified as storage space is limited.*



**Vermont State Police
Technology Investigation Unit**
Vermont Internet Crimes Against
Children Task Force



ANALYSIS REQUEST

THIS FORM IS ELECTRONICALLY FILLABLE.

Please download/save and submit with a copy of the search warrant/consent form to the email address below once complete.

CASE INFORMATION

CASE NUMBER			INCIDENT DATE		
INCIDENT CITY/TOWN			SUSPECT		
CASE TYPE		Child Sexual Exploitation		Sexual Assault	
		Other (explain below)		Homicide	Kidnapping / Missing Person
BRIEF SYNOPSIS OF CASE					
SCOPE OF ANALYSIS REQUESTED (i.e. What are you specifically looking for?)					
AUTHORITY TO SEARCH	Consent Search Warrant		Date Signed		
			Expiration Date		
			Issuing Judge		

INVESTIGATOR / AGENCY INFORMATION

REQUESTING AGENCY	
INVESTIGATOR	
ADDRESS	
AGENCY PHONE NUMBER	
CELL OR DIRECT NUMBER	
EMAIL	

EVIDENCE TO BE EXAMINED

DESKTOP/TOWER PCS		CELL PHONES (<i>page 2 required</i>)
LAPTOPS		MEMORY CARDS
LOOSE HARD DRIVES		DIGITAL CAMERAS
TABLETS (<i>page 2 required</i>)		CDs / DVDs
USB DEVICES		OTHER (describe below)

Once your request is submitted you will be contacted when the lab is ready to accept the evidence.

**SAVE COMPLETED FORM AND SUBMIT WITH A COPY OF THE SEARCH WARRANT/CONSENT FORM TO
DPS.DIGITALFORENSICS@VERMONT.GOV**

DEVICE SECURITY – KNOWN PASSCODES / PATTERN LOCKS

Provide any known passcodes or pattern locks. *Please make every effort to obtain these codes/patterns as acquiring data may not be possible without them.* For devices with passcodes (e.g. iPhones) simply provide the passcodes below. For devices with pattern locks please convert the pattern to numbers utilizing the example below as reference.

<p>Pattern Lock Example: <i>(note: Most pattern locks do not include numbers. They are included here for reference only.)</i></p>	Use numbers to indicate order/direction of swipe (example)						
<table border="1"> <tr> <td>DEVICE SERIAL NUMBER OR DESCRIPTION</td> <td>Black Samsung S6 – IMEI 123456789</td> </tr> <tr> <td>DEVICE PASSCODE / PATTERN</td> <td>74563258</td> </tr> </table>	DEVICE SERIAL NUMBER OR DESCRIPTION	Black Samsung S6 – IMEI 123456789	DEVICE PASSCODE / PATTERN	74563258			
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DEVICE SERIAL NUMBER OR DESCRIPTION	
DEVICE PASSCODE / PATTERN	
BIOHAZARD (YES/NO)	
POWER STATE (ON/OFF)	


DEVICE SERIAL NUMBER OR DESCRIPTION	
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DEVICE SERIAL NUMBER OR DESCRIPTION	
DEVICE PASSCODE / PATTERN	
BIOHAZARD (YES/NO)	
POWER STATE (ON/OFF)	


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DEVICE SERIAL NUMBER OR DESCRIPTION	
DEVICE PASSCODE / PATTERN	
BIOHAZARD (YES/NO) 	
POWER STATE (ON/OFF)	


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