

A chain of custody receipt is a record that shows the continuous whereabouts of evidence and anyone who may have been responsible for its care and safekeeping. The chain of custody may become important if the opposing party makes an accusation of evidence loss or mishandling.

Each transfer of documents becomes a link in the chain of custody. To record any transfer of evidence, prepare a receipt similar to this sample, on which you would enter pertinent, identifying information from your case. Keep your signed chain of custody receipt as a permanent part of the case file and give a copy of it, along with the evidence, to the recipient.

# CHAIN OF CUSTODY RECEIPT

RE: Anonymous Note Investigation

I, \_\_\_\_\_ <recipient name here> have received the following documents from <sender name here> in the matter of <case citation here>.

These documents were received via <carrier name here – if not hand-delivered> \*

*Item 1. Brown paper bag Townsville Police Dept Evidence for Case #1234 Receipt #56789 containing:*

*A-1: Greeting Card "Happy Birthday," dated 5/15/11 (original)*

*B-1: Townsville Police Department Receipt, dated 12/21/07 (color photocopy)*

*C-1: Business card of Joe McSmith (original), no date*

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of recipient of the above listed documents)

By: \_\_\_\_\_  
(Signature of Witness)

Print your name here: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please return the signed copy of this receipt to Ms. Joseph in the self-addressed, stamped envelope provided for your convenience.