INSTRUCTION FOR USE OF FORMS

FORENSIC DOCUMENT EXAMINATION AND FORGERY DETECTION

Specimen Submission Forms for Comparative Analysis

All to be Signed by Witnesses when possible

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td>The “London Letter” - Used for submitting writing sample for all questioned documents. The letter is to be hand written and witnessed.</td>
<td>Required for complete questioned document analysis. Full sample. Required for all analysis.</td>
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<tr>
<td>2A</td>
<td>Cursive or Script Sample - Longhand and scripted sample of names and lower-case alphabet.</td>
<td>Optional.</td>
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<tr>
<td>2B</td>
<td>Cursive or Script Sample - Numbers, addresses and upper-case alphabet</td>
<td>Optional</td>
</tr>
<tr>
<td>3A</td>
<td>Printed Sample - Printed sample of names and lower-case alphabet.</td>
<td>Optional</td>
</tr>
<tr>
<td>3B</td>
<td>Printed Sample - Printed numbers, addresses and upper-case alphabet</td>
<td>Optional</td>
</tr>
<tr>
<td>4</td>
<td>Sample of check for comparison as in questioned check</td>
<td>Required when involving checks.</td>
</tr>
<tr>
<td>5</td>
<td>Signature Handwriting Specimen</td>
<td>Required on all involving signatures</td>
</tr>
</tbody>
</table>

These forms are to be used when submitting documents for analysis. You may download and print these forms which require the free Adobe Acrobat Reader/Print program. You may also submit your own specimen.
“Our London business is good, but Vienna and Berlin are quiet. Mr. D. Lloyd has gone to Switzerland and I hope for good news. He will be there for a week at 1496 Zermott St. and then goes to Turin and Rome and will join Col. Parry and arrive at Athens, Greece, Nov. 27th or Dec. 2nd. Letters there should be addressed: King James Blvd. 3580. We expect Charles. E. Fuller Tuesday. Dr. L. McQuaid and Robert. Unger, Esq., left on the ‘Y.X.’ Express tonight.” (Authorship of letter unknown)

The above is a sample of my normal handwriting

Writing hand: Right (   ) Left (   )

NSP FDE Form 1A - Forensic Document Examination - London Letter
Rev. 9/9/2001
Handwriting Specimen Form 2A - Case ______

↑ Name

↑ Arthur        Bob        Charles

↑ Street address

↑ Don           Edward     Frank

↑ City                  State

↑ George       Henry      Johnson

↑ Place of birth

↑ Ken          Ivan       McMay

↑ Date of birth       Sex       Age

↑ Nancy       Olson      Paul

↑ Occupation or trade

↑ Robert       Steven     Tom

↑ A         B                C              D             E

↑ Vicki       Winn        Yancy

↑ F         G                H             I                J

↑ Lloyd       T.             MacGriff

↑ K          L                M             N             O

↑ James       H.             McQueen

↑ P         Q                R             S               T

↑ Larry       Brown        Gonzales

↑ U         V                W             X               Y

↑ Wilson       Earl        Jones

Writing hand: Right ( ) Left ( )

The above is a sample of my normal handwriting

Signature _________________________________________  Date _________________________

Witness __________________________________________   Date _________________________
The above is a sample of my normal handwriting

Signature _____________________________ Date _____________________

Witness ______________________________ Date _____________________

Handwriting Specimen Form 2B - Case _______
Handwriting Specimen Form 3A - Case ______

PRINTING

↑Name ___________________________  ↑Arthur  Bob  Charles
↑Street address ___________________________  ↑Don  Edward  Frank
↑City ___________________________  State  ↑George  Henry  Johnson
↑Place of birth ___________________________  ↑Ken  Ivan  McMay
↑Date of birth  Sex  Age  ↑Nancy  Olson  Paul
↑Occupation or trade ___________________________  ↑Robert  Steven  Tom
↑A  B  C  D  E  ↑Vicki  Winn  Yancy
↑F  G  H  I  J  ↑Lloyd  T.  MacGriff
↑K  L  M  N  O  ↑James  H.  McQueen
↑P  Q  R  S  T  ↑Larry  Brown  Gonzales
↑U  V  W  X  Y  ↑Wilson  Earl  Jones

Writing hand: Right ( ) Left ( )

The above is a sample of my normal handwriting

Signature ___________________________  Date ___________________________
Witness ___________________________  Date ___________________________

NSP FDE Form 3A - Handwriting Specimen Form - Print 1
Rev. 9/11/2001
PRINTING

The above is a sample of my normal handwriting

Signature ____________________________ Date __________________
Witness ______________________________ Date __________________
Handwriting Specimen Form 4 - Case ________

CHECK FORMAT

Date __________________________

Pay to the order of ____________________________________________

$ __________________________

Date __________________________

Pay to the order of ____________________________________________

$ __________________________

Writing hand: Right ( ) Left ( )

The above is a sample of my normal handwriting

Signature __________________________ Date __________________________

Witness __________________________ Date __________________________

NSP FDE Form 4 - Handwriting Specimen Form - Check
Rev. 10/17/2001
**Handwriting Specimen Form 5 - Case ________**

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<thead>
<tr>
<th>SIGNATURES</th>
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</tbody>
</table>

↑ Printed name of writer  ↑ Date

↑ Writer’s signature  ↑ Name of witness

The above is a sample of my normal handwriting

Writing hand: Right (    )  Left (    )

NSP FDE Form 5 - Handwriting Specimen Form -Signature
Rev. 11/14/2000