



Missouri Digital Forensic Center

Request for Assistance

SHP-76 06/22

Missouri Digital Forensic Center

1101 Riverside Drive, Suite 123

Jefferson City, MO 65101

573-526-6371

mdfc@mshp.dps.mo.gov

Submitting Officer

Agency	Cell phone number
First/Last Name and Rank	Email address

Investigation

Type of Investigation	Your case number
County of Offense	Legal Authority to search (submit a copy) ☐ Search Warrant
Date of Offense	☐ Written Consent
	☐ Legal Authority Statement
Date Seized	Who is prosecuting this case?

Suspect

Name	DOB
In custody?	Is there a need by date?

Evidence

Does this investigation target public officials, criminal justice personnel, governmental agencies or employees, or political subdivisions; such as schools, local boards, or a city/county/state employee ?	☐ Yes	☐ No
Has the evidence been previously viewed, accessed, or examined by anyone? If so, by who and when.	☐ Yes	☐ No
Are you aware of any privileged information contained within the evidence submitted?	☐ Yes	☐ No

Brief overview of the investigation:

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What is your service request? What do you want to obtain or learn from the digital evidence?

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Evidence/items

List of items submitted:

Make/Model	Unique/Serial Number	Password/Unlock Code	Condition
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1

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If you submit a cell phone, you must include the unlock code or indicate you have tried to obtain the passcode to no avail.

If you have 10 items, contact the MDFC to discuss/prioritize which items need to be examined.

All MSHP evidence must be submitted to the Troop Property Control Officer PRIOR to being accepted to the MDFC.

Your role as case agent is a very important part of the digital analysis process. It is imperative that you provide as much detailed and targeted information as possible when submitting a case for digital forensic examination. Please keep this in mind when completing this section of the Forensic Service Request. Search warrant affidavits and incident reports are welcome attachments when submitting a case for digital forensic analysis.

I have read and understand the terms for evidence submission. To the best of my knowledge, the evidence is being submitted for digital analysis under proper legal authority.

Printed Name:

Signature:

This form and a copy of the legal authority should be submitted to the MDFC by email. Once your request is processed and accepted, you will be contacted and arrangements will be made to take possession of your evidence. Do not take any evidence to the MDFC until you have been directed to do so.

MDFC use only

Accepted by:

Date received:

MDFC Case Number: