

Every case that is submitted for examination is absolutely unique and will be handled as such. However, there are a few standard guidelines that Applied Forensics has incorporated into their protocol from the initial consultation, to the submission of the evidence, to finally reporting or testifying the conclusions. This methodical procedure helps to ensure that each case is subject to meticulous, analytical scrutiny and receives consideration for all applicable scientific examinations.

## SUBMISSION OF CASE MATERIALS

### 1. PACKAGING

The general nature of the case and the physical documents in question, including their condition, will play an important role in how they should be properly packaged and submitted to us for examination. As a general policy, at a minimum, we ask that you label or flag the submitted materials as being either questioned (disputed) evidence or known (undisputed) samples including the identities of the known writers/principals. Please consult with an examiner to discuss how to completely and properly package particularly sensitive materials such as delicate items, items containing latent fingerprints or biological material, or any item that may be especially valuable either monetarily and/or historically.

### 2. COVER LETTER

Communication between our examiners and your office is a high priority for us. In preparing the evidence to be submitted, we ask that you include a cover letter with the submitted case. Kindly provide the contact information for the case, an inventory of all the questioned and known material being submitted, and the specific questions being asked of our forensic examinations. Please include all deadlines and/or particular time-constraints pertaining to the submitted case.

### 3. RETAINER FEE

In order for us to get started on your case without delay, please include the minimum retainer payment along with the case materials. **Please make checks payable to "Applied Forensics, LLC".**

*The retainer must be paid before the first research or inspection of the documents begins and before Applied Forensics or any of our examiners may be identified as having been consulted with or retained in the matter.*

### 4. DELIVERY

Cases should be submitted using the following carriers and levels of service:

- a) FedEx: Priority Overnight or First Overnight
- b) UPS: Next Day Air or Next Day Air Early
- c) DHL: Next Day 12:00

\*Be sure to record and keep the tracking number for your shipment.

*For those cases that are either particularly sensitive or require expedited service, we will utilize a messenger service that can provide even faster delivery service and careful handling.*

All case materials should be sent to the following address:

**Applied Forensics**  
**265 Sunrise Highway, #1-421**  
**Rockville Centre, NY 11570**

### ON-SITE SERVICE

- If a document is unavailable for submission to the lab, our examiners can go into the field to conduct the necessary examinations and/or photograph, document, and collect evidence to be later examined at the laboratory.