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| **Chain of Custody** | | | | Incident #: | |
| Receiving Official: | | | | Location: | |
| Relinquishing Party: | | | | Date/Time Obtained: | |
| Location Obtained: | | | | Reason: | |
| **Description of Material** | | | | | |
| **Item #** | **Quantity** | **Description of Item**  **(Model, Serial #, Condition, distinguishing Features, etc.)** | | | |
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| **Chain of Custody** | | | | | |
| **Item #** | **Date/Time** | **Released By**  **(Print and Sign)** | **Received By**  **(Print and Sign)** | | **Comments/Location** |
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