



**Forensic Science Services – Forensic Document Section
Handwriting Exemplar Form
COMPLETE ALL SECTIONS AND PAGES OF THE FORM**



Guidelines for Obtaining Known Handwriting Standards

The **quality** and the **quantity** of the evidence submitted for handwriting comparison purposes have a direct bearing on the ability to identify or eliminate an individual as the author of any questioned writing submitted.

If possible, the **questioned writing** and **known writing** should be **original** documents. Copies, no matter how good, do not show all the detail necessary for handwriting comparison purposes.

Known writing should consist of both request and non-request writings. The attached handwriting form and guidelines below can be used to obtain request writing.

- 1) The known writing must contain the **same letters, letter combinations and words** as the questioned material. It is helpful to **dictate the exact wording on the same type of form as the questioned writing**. If the questioned writing is hand printed, the known writing must be hand printed. Likewise, if the questioned material is handwritten, then the known material must be handwritten. Obtain both hand printed and handwritten material if both are found in the questioned material.
- 2) **Do not show the individual the questioned document**. Always dictate the questioned material to him/her. It is extremely important that the individual be allowed to use his/her own spelling, punctuation and format (such as the format of a check).
- 3) In most cases, a **ballpoint pen** is the preferred writing instrument to use when collecting a known writing sample.
- 4) In the case of signatures or repetitive writings, **do not have the individual write all of the known on one sheet of paper**. For example, if ten sample signatures are collected, they should be on ten pieces of paper.
- 5) Please submit **elimination** writing (the account holder in a forgery case or the victim in a threatening letter case, etc.), along with the writing of the suspect.
- 6) **Do not** staple, fold, tape or paperclip the questioned document(s). Handle them as little as possible.
- 7) If evidence is to be submitted to the DNA, Latent Print and the Forensic Document Sections of the Laboratory, please submit it to the Forensic Document Section first.
- 8) Mark an envelope with the appropriate identifying information, place the questioned document(s) in the envelope, **tape-seal and initial across the seal**. Place the known writing of each individual writer in a separate envelope, **tape-seal and initial across the seal**. Please enclose a letter describing the evidence submitted.

If questions arise concerning the collection of writing samples or about any of the other services we provide, refer to our services manual or contact the Laboratory at (651) 793-2900 or by facsimile at (651) 793-2901.

Seal the evidence and submit to: Evidence Intake
Forensic Science Services
Bureau of Criminal Apprehension
1430 Maryland Ave. E.





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St. Paul, Minnesota 55106

Write or Print as Directed

Name _____ **Date** _____

Adam C. Burling _____

Catherine E. Dolan _____

Edward H. Fallett _____

George K. Newburg _____

Mr. Levi Jacobson _____

Kitty M. Langdon _____

Margaret P. Hymans _____

Oliver R. Perper _____

Quincy S. Roberts _____

Stancil O. Torque _____

Ulysses T. Velez _____

Warren Bud Smith _____

Cook F. Young, Jr. _____

Ned Lee Harlow _____

Harold "Ike" Fox, Sr. _____

Don V. Chesterfield _____

2056 West 135th Street _____

2033 East Quaker St. _____

9944 Phillips Avenue, North _____

8877 Zimmerman Ave., South _____

6500 Thompson Station, East _____

Writer's Signature & Date _____

Signature of Person Administering Form _____ **Date** _____





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Write or Print as Directed

Name _____ **Date** _____

1234567890 _____

6739 N. Fourth Ave. _____

4258 S. Indiana Blvd. _____

6125 W. Kilpatrick Rd. _____

5000 Hoffman Parkway _____

8039 E. 47th St. _____

P.O. Box 4803 _____

—
Route 3, Knoxville, Iowa _____

Lake Parker, Washington _____

Manchester City, Virginia _____

Black Woods, New Jersey _____

St. Paul, Minnesota _____

Minneapolis, MN _____

Phoenix, Arizona _____

Los Angeles, California _____

Miami, Florida _____

Razor's Bluff, Idaho _____

Anderson Hill, Georgia _____

Tijuana, Mexico _____

Signature of Person Administering Form _____ **Date** _____





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Write or Print as Directed

Name _____ **Date** _____

aa	bb	cc	dd	ee
ff	gg	hh	ii	jj
kk	ll	mm	nn	oo
pp	qq	rr	ss	tt
uu	vv	ww	xx	yy
zz	??	&&	\$\$!!
One	Two	Three		
Four	Five	Six		
Seven	Eight			
Nine	Ten			
Twelve	Thirteen			
Fifteen	Twenty			
Forty	Eighty			
Hundred	Thousand			
Dollars	Cents			
And	February			
August	March			

Signature of Person Administering Form _____ **Date** _____





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NAME (Print) _____

ADDRESS _____

CITY & STATE _____ PHONE NUMBER _____

CITY AND STATE OF BIRTH _____

MARRIED/SINGLE _____ DATE OF BIRTH _____

NAME OF SPOUSE _____ NAME OF PERSON LIVING WITH _____

NAMES OF CHILDREN _____

NAMES OF PARENTS _____

NAMES OF BROTHERS AND SISTERS _____

OCCUPATION _____

NAME OF EMPLOYER _____ WORK PHONE _____

NAMES, CITIES AND STATES OF SCHOOLS ATTENDED _____

YEARS COMPLETED IN SCHOOL: ELE. _____ H.S. _____ OTHER _____

LOCATION OF SCHOOL WHERE YOU LEARNED TO WRITE _____

NAME OF NEAREST RELATIVE _____

NAMES OF ASSOCIATES _____

WRITE BELOW: The handwriting sample on these forms has been freely and naturally produced
 using my (right/left) hand. I normally write with my (right/left) hand.

SIGNATURE _____ DATE _____

Signature of Person Administering Form _____ **Date** _____





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Write or Print as Directed

Name _____ Date _____

AA	BB	CC	DD	EE
FF	GG	HH	II	JJ
KK	LL	MM	NN	OO
PP	QQ	RR	SS	TT
UU	VV	WW	XX	YY
ZZ	??	&&	\$\$!!

- 1) **Dictate the following to the writer. The writer should use the same type of writing that is found on the questioned material.**

A tour through our national parks would be enjoyable to you, I know. We left Los Angeles at 7:45 A.M., September 20, via Valley Boulevard, and motored to the Grand Canyon in Arizona. From there we drove to Zion National Park in Utah; next a jump to Yellowstone. Then we drove to the coast, into California, and through the Redwood Forest to San Francisco, the commercial Hub, arriving at 9:30 P.M., October 21. Here Mr. and Mrs. John X. Dix of 685 East Queen St., Topeka, Kansas joined us. I found the roads good, some quite equal to the best.

- 2) **Dictate the questioned material to the writer. The writer should use the same type of writing that is found on the questioned material.**

Signature of Person Administering Form _____ Date _____





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3) Make several single copies of the blank check form and use it for collecting handwriting samples in check forgery type of cases. Have the writer endorse the back of the check.

Do not show the individual the questioned checks – dictate the material. Please have the writer use the same style of writing (hand printing, handwriting or a combination of both) that is found on the questioned material. The payers’ signatures on the request writing samples should be the ones dictated from the questioned material. **DO NOT** have the writer sign his or her own name on the payer’s signature line unless the checks were written on his or her own account.

Date _____

Pay to the
Order of _____ \$ _____

Memo _____

**Initials and Date
of person
administering
this form:**

