

# CHAIN OF CUSTODY RECORD

- PURPOSE:** DMV personnel use this form to document the chain of custody of items taken into custody when a violation is discovered. Use one form per item taken into custody.
- INSTRUCTIONS:** DMV employee who obtains the item taken into custody completes applicable sections. Retain a copy of this form for dept. records when the item is released to the DMV Special Agent.

ITEM DESCRIPTION				
CSC NAME			DATE (mm/dd/yyyy)	TIME
TAKEN INTO CUSTODY BY (print name)		SIGNATURE		
DESCRIPTION OF ITEM TAKEN INTO CUSTODY (provide as much information as possible)				
OWNER/SUSPECT NAME		DMV CUSTOMER NUMBER	TELEPHONE NUMBER	
STREET ADDRESS		CITY	STATE	ZIP CODE

PERSONS RELINQUISHING AND RECEIVING CUSTODY				
1.	RELINQUISHED BY NAME (print)	RELINQUISHED BY SIGNATURE	DATE (mm/dd/yyyy)	TIME
	RECEIVED BY NAME (print)	RECEIVED BY SIGNATURE	DATE (mm/dd/yyyy)	TIME
	WHERE WAS/IS ITEM STORED		REASON FOR CUSTODY CHANGE	
2.	RELINQUISHED BY NAME (print)	RELINQUISHED BY SIGNATURE	DATE (mm/dd/yyyy)	TIME
	RECEIVED BY NAME (print)	RECEIVED BY SIGNATURE	DATE (mm/dd/yyyy)	TIME
	WHERE WAS/IS ITEM STORED		REASON FOR CUSTODY CHANGE	
3.	RELINQUISHED BY NAME (print)	RELINQUISHED BY SIGNATURE	DATE (mm/dd/yyyy)	TIME
	RECEIVED BY NAME (print)	RECEIVED BY SIGNATURE	DATE (mm/dd/yyyy)	TIME
	WHERE WAS/IS ITEM STORED		REASON FOR CUSTODY CHANGE	
4.	RELINQUISHED BY NAME (print)	RELINQUISHED BY SIGNATURE	DATE (mm/dd/yyyy)	TIME
	RECEIVED BY NAME (print)	RECEIVED BY SIGNATURE	DATE (mm/dd/yyyy)	TIME
	WHERE WAS/IS ITEM STORED		REASON FOR CUSTODY CHANGE	
5.	RELINQUISHED BY NAME (print)	RELINQUISHED BY SIGNATURE	DATE (mm/dd/yyyy)	TIME
	RECEIVED BY NAME (print)	RECEIVED BY SIGNATURE	DATE (mm/dd/yyyy)	TIME
	WHERE WAS/IS ITEM STORED		REASON FOR CUSTODY CHANGE	

**FINAL DISPOSAL INFORMATION**

The above referenced item is no longer needed as evidence and is authorized for disposal by: (check appropriate disposal method)

RETURN TO OWNER     AUCTION/DESTROY/DIVERT

AUTHORIZING AGENT NAME	DATE (mm/dd/yyyy)	DISTRICT	AUTHORIZING AGENT SIGNATURE
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**WITNESS TO DESTRUCTION OF EVIDENCE**

The above referenced item was destroyed by Evidence Custodian \_\_\_\_\_ in my presence on (date) \_\_\_\_\_

WITNESS TO DESTRUCTION NAME	DATE (mm/dd/yyyy)	DISTRICT	SIGNATURE
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**RELEASE TO LAWFUL OWNER**

The above referenced item was released by Evidence Custodian \_\_\_\_\_ to:

OWNER FULL NAME	TELEPHONE NUMBER		
OWNERS ADDRESS (Apt # if applicable)	CITY	STATE	ZIP CODE

Under penalty of law I certify that I am the lawful owner of the item described above.

OWNER SIGNATURE	DATE (mm/dd/yyyy)
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