

Guidelines for Obtaining Known Handwriting Standards

Factors affecting an examiner's ability to identify or eliminate an individual as the author of any questioned writing will depend on the quality and the quantity of the evidence submitted. Both the questioned and known writing submitted for examination should be original documents. Copies of documents do not provide the necessary detail for examination. The investigator should collect requested and non-requested writing. Use the following guidelines for collecting requested writing.

- 1) Known writing must contain the same letters, letter combinations and words as the questioned writing. If the content of the writing can be disclosed without interfering with the investigation, it should be collected by dictating the content using the exact wording. It should also be written on the same style, color and size form as the questioned writing. Collect writing in cursive and printed form if the questioned material is in both
- 2) Do not allow the individual to see the questioned document. Always dictate the questioned material. Let the individual use their own spelling, punctuation, spacing and layout.
- 3) If known, use the same type of writing instrument that was used on the questioned writing such as pencil or a fine or medium point pen. If not known, use a medium black ballpoint pen for the writing instrument to collect the known writing sample.
- 4) In the case of signatures or checks, have the individual write all of the known writing on separate blank checks or separate pieces of paper.
- 5) Submit elimination writing such as the account holder in a forgery case or the victim in a threatening letter case with the writing of the suspect at the same time.
- 6) Do not staple, fold, tape or paperclip any of the questioned documents. Avoid excessive handling of the documents.
- 7) If the document evidence is to be examined for latent impressions, submit to the documents section first with instructions to check for latent impressions.
- 8) Place each of the questioned documents in an envelope and mark it with your initials, case number and date on the envelope's seal and secure it with tape. Place each of the known writing samples in a separate envelope, mark it in the same manner and tape the seal

Handwriting Specimen

Name _____

Halloween is always observed October 31st.

Children hunt Easter eggs on Sunday afternoon.

Christmas is celebrated the 25th of December.

The River Hills Mall is hectic Labor Day weekend.

George Washington's birthday is a busy sales day.

Roasted turkey is often served Thanksgiving Day.

Numbers (1-20) _____,

Alphabet (a-z) _____,

_____.