

3. Without unfolding, open the packet here → like a cup. Insert evidence.

2. Fold bottom up to here.

POCKET
POCKET

TAPE

8. Use only one small piece of tape to seal the packet. Initial the tape.

COURTESY OF
ACADIANA CRIMINALISTICS LABORATORY

DATE, TIME:

OFFICER:

EVIDENCE:

4. Fold top down to here.

7. Insert this flap into pocket.

5. Fold bottom up to here.
6. Fold this flap down.

1. Fold bottom of page up to here.

EVIDENCE PACKET
INSTRUCTIONS

Describe the evidence in the space provided before collecting it. Then follow the folding instructions step by step. This packet is useful for any small, dry material which does not have sharp points or edges that will puncture paper. Do not use staples to close.