Subject: **CHAIN OF CUSTODY**

[AGENCY NAME] Case #:

Enclosed you will find the [AGENCY NAME] chain of custody form.

UPON RECEIVING THIS PACKAGE, PLEASE:

* Sign and date the Chain of Custody Form (highlighted sections)
* Fax the signed form to (xxx)xxx-xxxx IMMEDIATELY or
* Scan and Email the signed form to email@email.gov IMMEDIATELY

**These steps are required in order to complete the chain of custody and remain in compliance policy and legal requirements.**

Thank you,

Enclosure: as stated