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# *Inspector General’s Office / Bureau de l’Inspecteur général*

***This document is protected by the provisions of IOM/009/2012 – FOM/010/2012 of 7 February 2012 concerning the confidentiality of the proceedings related to a preliminary investigation***

***conducted by the Inspector General’s Office****.*

**EXHIBIT RECEIPT**

**Case Number:**

**Date of Receipt:**

**Time:**

**Details of Person:**

**Organization (Department, Office, Unit etc.):**

**Address / Telephone Number / Email:**

**Description of item(s)**

***Provide description of item seized; e.g. make, model, serial numbers, colour, condition, number of pages (if documents) and any other identifying marks. Each exhibit must be supplied with its own unique identification number. Complete a separate receipt for each exhibit.***

**Name of Investigator:**

**Witness** *(If applicable)***:**

**Signature(s):**

**Chain of Custody:**

*(Refers to the chronological documentation of each individual exhibit, showing the seizure, custody, control, transfer, analysis and disposition of evidence, physical or electronic. Every person who takes control of the item is to be recorded in the chain of custody.)*

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| **Exhibit Number** | **Date / Time / Location of transfer** | **Delivered by** | **Received by** |
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