

**QD SOP-4A Possible Sources for Non-Requested Samples  
and Records**

Document ID: 1267

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Status: Retired

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*Approved by Director: Dr. Guy Vallaro*

**POSSIBLE SOURCES FOR  
NON-REQUESTED SAMPLES OF HANDWRITING**

The following sources should be considered in obtaining “Non-Requested” (natural forms) handwriting samples of the subject.

**PERSONAL & SOCIAL DOCUMENTATION**

**Personal Letters**

**Personal Notes**

**Postcards**

**Greeting Cards and Invitations**

**Membership Applications and Cards**

**School Papers and Work Papers**

**Diaries**

**Handwritten Wills**

**Photograph Albums**

**Cooking Recipes**

**Charity Pledge Cards**

**Shopping Lists**

**Christmas Card Lists**

**Bible Entries**

**Notebooks**

**Handwritten Bills of Sales**

**Handwritten Envelopes**

**Sport Betting Slips and Records**

**Telephone Directory Entries**

**Mailing Lists and Address Books**

**Hotel/Motel Registration Cards**

**Social Club Applications and Documentation**

**Travel Reservations and Itineraries**

**Club Records and Minutes**

**Contest Entry Forms**

**Suicide Notes**

**Miscellaneous Handwritten Notes and Messages**

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**EMPLOYMENT RECORDS**

**Application for Appointment**

**Medical/Hospital Records – Visit Reports, Questionnaires, etc.**

**Payroll Records – Dependent Deduction Forms, Duplicate Check Requests,  
Cancelled Payroll Checks**

**Time Keeping Records**

**Suggestions Forms – Application, Responses, and related documentation**

**Qualification Sheets – Test, Applications, etc.**

**Apprenticeship Programs – Applications, Test Sheets and other related documentation**

**Employee Benefit Forms – Application, Insurance Benefits, Retirement, Beneficiary  
Forms, Dependent Listings, Stock/Investment Forms, etc.**

**Evaluation Forms – Performance Review Sheets, Probationary Review Forms, etc.**

**Security Clearances – Applications, Updates, Personal History Forms, Fingerprint  
Cards**

**Attendance Sheets – Meetings, Schools, Special Events**

**Grievances – Union, EEG Complaints, Ethics, etc.**

**Work Sheets – Pass on Logs, Job Completion Sheets, Trouble Reports, Status Sheets,  
Quality Reports, etc.**

**Security Reports – Complaints Sheets, Statements, Letters of Complaint**

**Business Memoranda, Letters and Extraneous Notes**

**Work Assignment Sheets**

**Facility Entry and Exit Logs**

**Written Proposals and Estimates**

**Draft Correspondence**

**Identification Cards and Badges**

**Travel Records – Reimbursement Forms, Trip Reports, etc.**

**Disbursement Vouchers**

**Requisition Forms**

**Accident and Injury Reports**

**Incident Critique Reports**

**Employment Contracts**

**Workers Compensation Forms**

**Personal Data Forms**

**Change of Address Forms**

**Personal Tool Lists**

**Inventory Sheets and Lists**

**Equipment Sign-Out Sheets**

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**MUNICIPAL AND STATE RECORDS**

**Motor Vehicle – Application for Operator’s License or Vehicle Registration, Operator’s License, Change of Address Forms, Bill of Sale, etc.**

**Civil Service Applications**

**Voter Registration Forms**

**Court Records – Bond Forms, Jury Duty Records, Civil Court Records, Traffic Tickets, etc.**

**Bankruptcy Records**

**Tax and Revenue Service Records**

**Probate Court Documentation**

**Application for Permits and Licenses**

**Marriage and Divorce Applications**

**Guardianship Papers**

**Birth Certificates for Children**

**Utility Department Records**

**Business License Applications**

**Library Applications**

**Dog Licenses and Applications**

**Corporation Documentation**

**Deeds, Mortgages, Trusts, etc.**

**Fishing, Hunting, Trapping Licenses**

**Returns – Subpoena, Summons, etc.**

**Police Department Records – Complaints, Statements, etc.**

**Public Assistance and Unemployment Records**

**National Guard Records**

**Public School Records**

**State College Records**

**Partnership Documentation**

**State and Municipal Prison Records**

**Accident Reports**

**Bids and Estimates**

**Letters and other Correspondence to Officials**

**Petitions, Referendum, etc.**

**BUSINESS AND FINANCIAL RECORDS**

**Checks (including endorsements)**

**Checkbooks and Balance Records**

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**State of Connecticut Department of Emergency Services and Public Protection  
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**Stock Certificate and Records**

**Account Books**

**Bank (Authorization) Signature Cards**

**Bank Deposit and Withdrawal Slips**

**Safety Deposit Box Documentation**

**Tax Returns and Records**

**Credit Applications/Documentation and Credit Cards**

**Bids and Estimates**

**Insurance Records**

**Sales Receipts**

**Invoices**

**Business Memoranda**

**Employment Records**

**Leases, Deeds, Mortgages, etc.**

**Licenses and Permits**

**Employee Federal Withholding and Social Security Records**

**Money Orders**

**Corporation Records and Documentation**

**Promissory Notes**

**Power of Attorney Notice/Affidavit**

**Affidavits**

**Certificates, Debentures, Transfers**

**Inventory Lists**

**FEDERAL GOVERNMENT RECORDS**

**Income Tax Returns**

**Civil Service Applications**

**Prison Records**

**Military Records**

**Immigration/Naturalization Records**

**US Postal Service Records – Box Applications, Change of Address Cards,  
Return Receipts, etc.**

**Federal Court Records**

**Customs Declarations**

**Applications for Permits and Licenses**

**Patent and Copyright Documentation**

**Passport Documentation**

**Letters and other Correspondence to Officials**

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**Federal Law Enforcement Records – Complaints, Statements, etc.  
Social Security Records**