

Approved by Director: Dr. Guy Vallaro

Purpose:

To identify or eliminate, if possible, that data and/or components of information appearing on a document have been inserted and/or removed from said document.

A. Responsibility: Assigned section staff

B. Procedure:

1. Materials:

Disputed (Questioned) document

Optical Enhancement devices as deemed necessary

Electrostatic Detection Apparatus (ESDA)

Video Spectral Comparator (VSC)

Appropriate Documentation Equipment (Camera/Scanner/Photocopier).

2. Method:

All instruments will be checked or validated prior to each use

Conduct detailed examination using appropriate instruments for evidence of insertion and/or removal with respect to, but not limited to, the following features:

Lack of uniformity of ink

Use of more than one pen, typewriter, etc

Crowding

Unexplained variations in format style

Unusual spacing

Indication of more than one typewriter ribbon or difference in type font

Evidence of insertion of pages by study of the paper and fastening devices or binding marks

Sharp variation in handwriting.

Evidence that the sequence of intersecting writing strokes is not in logical sequence that is consistent with the natural or alleged preparation of the document.

Writing strokes across folds or perforations in paper not in logical sequence.

Obvious difference in type and positioning of preprinted information on form and/or letterhead.

If photocopy, indicators of obliterations, erasers and/or application of correction fluid.

QD SOP-12 Altered and Composite Documents

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Status: Retired

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- C. Sources of Error: Not applicable**
- D. References: See Bibliography/Reference Materials Section.**

RETIRED