

Purpose:

To identify or eliminate, if possible, that a document has been fabricated or is a copy of an authentic document.

A. Responsibility: Assigned section staff

B. Procedure:

1. Materials:

Disputed (Questioned) document.

Authentic (original) specimens of the exact same type of document which is being disputed.

Optical Enhancement devices as deemed necessary.

Video Spectral Comparator (VSC).

Appropriate Documentation Equipment (Camera/Scanner/Photocopier).

2. Methods:

All instruments will be checked or validated prior to each use.

Determine if the subject (Questioned) document is a reproduction or an original, which may not necessarily be genuine.

Conduct detailed examination using appropriate instruments for the following features:

- 1 Overall general appearance and format of the document.
- 2 Security features within the document (e.g. inscribed security thread, line of micro printing, security laminations, holograms, etc.)
- 3 Color differences.
- 4 Handwriting/hand printing examination.
- 5 Signature examination.
- 6 Macro and microscopic examination of typewritten material on document.
- 7 Alignment and format.

“Side by Side” inter-comparison examinations between the subject (Questioned) and authentic specimens to identify any irregularities or dissimilarities noted in the features outlined above.

C. Sources of Error: Not applicable

D. References: See Bibliography/Reference Materials Section.