DEPARTMENT OF THE NAVY

EVIDENCE/PROPERTY CUSTODY DOCUMENT

1. CASE CONTROL NUMBER (CCN)

2. RECEIVING ACTIVITY

3. LOCATION

4. NAME, GRADE AND TITLE OF PERSON FROM WHOM RECEIVED

☐ OWNER

☐ OTHER

5. ADDRESS *(Include ZIP code)*

6. WORK PHONE

7. LOCATION OF PROPERTY WHEN OBTAINED

8. PURPOSE FOR WHICH OBTAINED ☐ EVIDENCE ☐ FOUND ☐ IMPOUNDED ☐ OTHER _____

9. TIME/DATE OBTAINED

10. LOG NUMBER

11. ITEM	12. QUANTITY	13. DISPOSAL ACTION	14. DESCRIPTION OF ARTICLE-MODEL NUMBER, SER NO., IDENTIFYING MARKS, CONDITION, AND VALUE WHEN APPROPRIATE.

15. NAME AND SIGNATURE OF WITNESS *(If available)*

16. NAME AND SIGNATURE OF RECEIVING PERSON

17. CHAIN OF CUSTODY

ITEM	DATE & TIME	RELEASED BY	RECEIVED BY	PURPOSE
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	

CLEAR

17. CHAIN OF CUSTODY *(Continued)*

ITEM	DATE & TIME	RELEASED BY	RECEIVED BY	PURPOSE
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	

18. REMARKS

19. FINAL DISPOSAL ACTION

FINAL DISPOSAL AUTHORITY

NAME *(Typed or Printed)*	GRADE/RANK	ORGANIZATION

20. PERSON(S) RECEIVING ITEMS/WITNESSING DESTRUCTION

	NAME	ORGANIZATION	SIGNATURE/DATE
1.			
2.			
3.			
4.			

CONTINUED IN REMARKS IF NECESSARY

INDICATE IN DISPOSAL ACTION COLUMN (ON FRONT) BY NUMBER AND LETTER CODE PERSON(S) RECEIVING OR WITNESSING ACTION AND TYPE OF ACTION. RETURNED TO INDIVIDUAL OWNER (I), RETURNED TO COMMAND (C), TURNED INTO SUPPLY (S), TO ANOTHER AGENCY (A), TO NIS (N), DESTROYED (D), OTHER METHOD (M). (EXPLAIN IN REMARKS.)

CLEAR