

Handwriting examinations begin with the investigator, attorney, and/or client. A forensic handwriting identification very much depends on the quality of the supplied known writing. The results of a handwriting comparison are dependent on how well the investigator and/or attorney obtains known writing for comparison with questioned (disputed) writing. A few minimum guidelines must be followed and are described below for your reference:

Questioned And Known Specimens Must Be Comparable:

- “A’s” cannot be compared with “G’s”—“John Jones” cannot be compared with “Samuel Hansen”-The “J’s” must be compared with “J’s” and the “ohn’s” with “ohn’s”. Cursive handwriting cannot be compared with hand printing.

Dictated Known Writing

In obtaining dictated known writing, get a sufficient quantity for the document examiner to study the normal variations in that person’s writing. In order to obtain adequate dictated handwriting samples give proper instruction to the writer with respect to wording, style (script or printing), slant, speed, writing instrument, etc. A good rule of thumb is to duplicate the original conditions of the questioned writing. Specimens should contain wording of all questioned writing including miscellaneous notations, addresses, aliases, etc.

- Do not let the individual see the previous specimen
- Do not let the individual see the questioned writing
- Dictate the wording to the individual
- Remove each page from writing area upon completion

Non-Dictated (course of business) Known Writing

Please furnish Non-Dictated specimens to supplement any dictated specimens that are submitted. Authenticated non-Dictated writing should be contemporaneous with the questioned material and must contain the same names, words, letter combinations and letters as in the questioned writing. The following are examples of sources of course of business known writing samples.

SOURCES OF KNOWN WRITING

Account books	withdrawal slips	Charge Account Records
Accounts	safety deposit box	applications, cards,
Address books	application	charges
personal & business	sign in sheet	Consent to search form
Affidavits	certificate of deposit	Contracts
Agreements	mortgage app.	Credit card records
Applications	loan application	applications , cards,
Arrest Records	Bids	charges
Assignments	Bills of sale	Custom declarations
Autographs	Birth records	Contest entry forms
Automobile Records	Bonds	Envelopes
purchase agreement	Building Security Records	Employment application
registration form	passes, sign in/out	Estimates
inspection form	after hours sign in	Fingerprint cards
insurance card	Business Records	Firearms records
Bail Bonds	cert of doing business	purchase, license,
Bank Records	incorp. papers	registration
signature card	Cards	Greeting cards
corporate certificate	membership, charge,	Guardianship records
deposit slips	credit, greeting,	Hospital records:
	postcards	admission, discharge

permission forms, release of records, insurance forms	transfers, renewals, applications	applications
Hotel records: reservation, charges registration, room service	Mutual fund records Naturalization papers Notary registrations Parent's signature on report card Parole records Passport Pawn tickets Paychecks & pay receipts Pension plan records	Interrogatories Invitations Stock certificates Stock transfers Subpoenas Subscription forms Surety bond application Tax forms: withholding forms federal, state, local returns business tax returns estimated returns
Immigration records	licenses, permits tax forms, corporate minutes stock certificates	Testimony Telephone service application Telephone directory application Time payment agreement Time sheets Traffic tickets Traveler's tickets Union records
Insurance records: life, health, property, homeowners liability, annuities, beneficiary change.	Prison records Probate papers Probation records Receipts rent, postal, UPS	card, application, dues, credit union sick fund, pension fund
Investment Records account agreements, IRA, Keogh accounts	Registers building, church, convention, factory, funeral, hotel, prescription, poison, purchase, visitor, wake	Utility co. records gas and/or electric, telephone, water heating oil, sewage, cable service
Jail Records	Rental contracts	Voting records post cards
Landing cards	Reports work related, social accident, credit, social organization	Postal records change of address post box application
Leases	Requisitions	Waivers
Letters	School & University applications, registration tests, notes claims, payments,	Welfare records Wills Workman's compensation records
Licensee & permits business, dog, gun drivers, fishing, hunting, marriage		
Manuscripts		
Marriage records		
Memberships organizations social & religious, membership applications, cards, attendance records		
Memoranda (all kinds)		
Military records		
Miranda forms		
Mortgages		
Motor Vehicle Dept.: learners permit drivers license registration, title		