

Please read the contents of this form carefully before submitting the case.
This form must be properly filled by the submitting officer and submitted along with the complete evidence and supporting documents; otherwise, the case will not be accepted.

Case No./ FIR (U/S & Date) /Diary No.			
Police Station/Organization/Department			
Type of Case:	☐ Civil	☐ Criminal	☐ Departmental Inquiry ☐ Other
Fee (Amount in Rs. _____)	Paid	☐ Yes	☐ No

2. Please check at least one

Case Type (Check relevant box only)	Number & type of evidence(s) submitted (all should be mentioned in Cover Letter/Docket clearly)
☐ Fingerprints Development	
☐ Fingerprints Comparison	
☐ Fingerprints Enhancement	
☐ Fingerprints Recording	

3. Required Documents Checklist (Tick Relevant Box)

- ☐ Ensure evidence is tightly packaged to avoid contact and ruin latent prints.
- ☐ Properly sealed evidence items.
- ☐ Cover Letter/Docket clearly mentioning required type of examination
- ☐ Questioned/Disputed original document(s) bearing questioned impressions.
- ☐ Questioned impressions clearly encircled and marked (Q-1, Q-2, etc.)
- ☐ Specimen fingerprints of all fingers recorded by fingerprint proficient (sign and stamp required).
- ☐ Fingerprints recorded by using proper fingerprint ink/pad and not by using the ordinary ink pad
- ☐ Fingerprints in proper sequence (RT, RI, RM, RR, RL)
- ☐ Rolled & simultaneous/plain impressions are recorded.
- ☐ Ten-print card/Reference prints/exemplars attested by investigation officer/referring authority.
- ☐ Development case: details of any method already applied (powdering, lifting, photography etc.).
- ☐ Enhancement case: provide original images (JPG/PNG/TIFF), unedited, labelled (E-1, E-2).
- ☐ Recording case: CNIC/ID copy & physical presence of individual.

4. Additional Instructions

a. For development cases:

- For glass/bottle items: Secure upright using nails/cardboard as needed.
- For weapon development: Weapon must be unloaded; send magazine separately.
- For documents: Place individually in cellophane/manila/brown envelopes and sandwich with stiff cardboard.

b. Recording Cases

- Subject must be physically present with CNIC/ID.
- Mention purpose (employment, security clearance, legal requirement, investigation, etc.).
- Ensure fingers are clean and free from mehndi/injuries/substances affecting print quality.
- If the recording is part of an investigation, attach the relevant FIR/order/reference.

Requested By	Submitting Authority/ Name & Address		
Submitting Person	Name	Signature	Stamp & Date
Contact Detail(s)	Phone Number	Email	