



Republic of the Philippines  
National Police Commission  
**PHILIPPINE NATIONAL POLICE**  
**ANTI-CYBERCRIME GROUP**  
Camp BGen Rafael T Crame, Quezon City



## **DIGITAL FORENSIC UNIT CHECKLIST OF REQUIREMENTS**

### **Type of Physical Evidence: CELLULAR PHONE**

#### **Ownership: Owned by Victim (Alive)**

1. Notarized letter of consent of the victim
2. Photocopy of the victim's valid Identification card
3. Memorandum Request for DFE
4. Spot Report/Investigation Report
5. Destination Storage Media (USB Flash Drive)

#### **Ownership: Owned by Victim (Deceased)**

1. Notarized letter of consent of the victim's nearest of kin
2. Photocopy of valid Identification card of the person who gave the consent
3. Memorandum Request for DFE
4. Spot Report/Investigation Report
5. Destination Storage Media (USB Flash Drive)

#### **Ownership: Owned by Suspect/s**

1. Court Order
2. Memorandum Request for DFE
3. Spot Report/Investigation Report
4. Destination Storage Media (USB Flash Drive)

### **Type of Physical Evidence: COMPUTER HARD DRIVE**

1. Court Order
2. Memorandum Request for DFE
3. Spot Report/Investigation Report
4. Destination Storage Media (External Hard Drive)

### **Type of Physical Evidence: CCTV FOOTAGE/ VIDEOS**

1. Court Order or Notarized letter of consent of the CCTV Footage/Video owner or his/her authorized representative
2. Photocopy of valid Identification card of the person who gave the consent
3. Memorandum Request for DFE
4. Spot Report/Investigation Report
5. Destination Storage Media (USB Flash Drive)