

## **Beth Chrisman**

Certified Questioned Document Examiner  
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### ***GUIDELINES FOR EXEMPLARS***

1. Original exemplars are always preferred to photocopies. Please submit originals whenever possible. All originals are protected, and this office does not conduct destructive testing.
2. Please submit exemplars similar in style to the questioned document. I.e., cursive writing to compare to cursive, printing to printing, signatures to signature and handwriting to handwriting.
3. Normal course-of-business exemplars dated as close in time to the questioned document are ideal. Requested writing or other potentially self-serving samples taken via a deposition or by myself are not as helpful if used alone.
4. Additionally, submitting a number of verified genuine signatures and/or handwriting on a variety of documents bracketing the date of the document in question is essential to a thorough evaluation. This helps the examiner see how consistent an individual's handwriting and/or signature is and if any changes have occurred over time. Checks are a good source for this as long as there is no question about their authenticity.
5. It is better to have too many than too few documents when it comes to exemplars. Submitting a minimum of 15 signatures/handwriting samples might be sufficient. Ideally, the exemplars submitted should demonstrate all variations of an individual's signature or handwriting. Selective bias in the submission of exemplars is not the best way to approach your case.
6. When submitting copies please submit exact size copies when possible especially when submitting identification documents, such as driver license and passport.
7. If you must submit a photo of the document in question or an exemplar, please hold your photographing device (ie camera or smart phone) parallel to the document. Your artistic ability is not important in this situation.

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### 101 SOURCES OF HANDWRITING EXEMPLARS

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| 1. Account books                       | 52. Leases, real property                  |
| 2. Affidavits                          | 53. Letters, personal and business         |
| 3. Assignments                         | 54. Library card applications              |
| 4. Autographs                          | 55. Light company applications             |
| 5. Automobile insurance papers         | 56. Life insurance papers                  |
| 6. Automobile license papers           | 57. Loan papers                            |
| 7. Automobile title papers             | 58. Mail orders                            |
| 8. Bank deposit slips                  | 59. Manuscripts                            |
| 9. Bank safe deposit entry slips       | 60. Marriage license papers                |
| 10. Bank savings withdrawal slips      | 61. Medicare cards and papers              |
| 11. Bank signature cards               | 62. Membership cards; social, occupational |
| 12. Bank statements, receipts for      | 63. Memoranda of all kinds                 |
| 13. Bible entries                      | 64. Military papers                        |
| 14. Bills of sale                      | 65. Mortgage papers                        |
| 15. Bonds                              | 66. Newspaper and magazine subscriptions   |
| 16. Books, signature of owners in      | 67. Occupational writings                  |
| 17. Building "after hours" registers   | 68. Package receipts                       |
| 18. Business license applications      | 69. Parent's signature on report cards     |
| 19. Charity pledges                    | 70. Partnership papers                     |
| 20. Check book stubs                   | 71. Passports                              |
| 21. Checks, including endorsements     | 72. Pawn tickets                           |
| 22. Church pledges                     | 73. Payroll receipts                       |
| 23. Convention registrations           | 74. Pension applications                   |
| 24. Contracts                          | 75. Permit applications                    |
| 25. Cooking recipes                    | 76. Petitions, referendums, etc.           |
| 26. Corporate papers                   | 77. Photograph albums                      |
| 27. Criminal records                   | 78. Pleadings, civil and criminal          |
| 28. Credit applications                | 79. Postal cards                           |
| 29. Credit cards and charge slips      | 80. Probate court papers                   |
| 30. Deeds of trust                     | 81. Promissory notes                       |
| 31. Deeds                              | 82. Property damage reports                |
| 32. Depositions                        | 83. Receipts for rent, etc.                |
| 33. Diaries                            | 84. Registered mail return receipts        |
| 34. Divorce papers                     | 85. Releases                               |
| 35. Dog license applications           | 86. Rental contracts for equipment         |
| 36. Drafts                             | 87. Reports                                |
| 37. Drive-it-yourself applications     | 88. Sales slips                            |
| 38. Driver's licenses and applications | 89. School and college papers              |
| 39. Druggists' poison registers        | 90. Social security cards and papers       |
| 40. Employment applications            | 91. Sport and game score cards             |
| 41. Envelopes, address on              | 92. Stock certificates, endorsements on    |
| 42. Fishing licenses                   | 93. Surety bond applications               |
| 43. Funeral attendance registers       | 94. Tax returns and estimates              |
| 44. Gas service applications           | 95. Telephone service applications         |
| 45. Gate records at defense plants     | 96. Time sheets                            |
| 46. Greeting cards, Christmas, etc.    | 97. Traffic tickets                        |
| 47. Hospital papers                    | 98. Voting registration records            |
| 48. Hotel and motel guest registers    | 99. Water company service applications     |
| 49. Hunting licenses                   | 100. Wills                                 |
| 50. Identification cards               | 101. Worker's compensation papers          |
| 51. Inventories                        |  |