

**NEBRASKA STATE PATROL
GENERAL RULES ON OBTAINING KNOWN HANDWRITING STANDARDS**

OBTAIN BOTH NO. 1 AND NO. 2 IN ALL CASES:

1. Complete State Patrol Handwriting Standard Forms A, B, and C in their entirety.
 - a. Remove each page from the view of the writer as it is completed.
 - b. Use the same kind of writing instrument as was used in the questioned specimen. If unknown, use a black ball point pen.
 - c. If the questioned specimen is in cursive writing, obtain the standard in cursive. If it is hand printed, obtain the standard in handprinting (upper or lower case, as corresponds with the questioned). If the questioned is a combination of cursive writing and handprinting, collect both.
 - d. Witness the writing, sign and date in the provided section. Do not write anywhere else on the page.

2. Obtain dictated samples of each questioned specimen on the same size and type (lined or blank) of paper or form as the questioned. **DO NOT LET THE WRITER SEE THE QUESTIONED SPECIMEN.**
 - a. Obtain all of the same wording, numbers, symbols, etc., as appear on the questioned.
 - b. If the questioned specimen is a check, a standard Check Blank Form may be used. Duplicate the form in order to obtain the number of specimens needed.
 - c. Have the writer produce a copy of the questioned material from dictation, then remove it from his sight and have him write the questioned material again on another piece of paper or form. Repeat this process at least 5-10 times or at least 20 times if only a signature is in question.
 - d. Do not instruct the writer in spelling, punctuation, arrangement, etc. Request abbreviations if they appear in the questioned material, but do not instruct on how to abbreviate.
 - e. Obtain some dictated samples after completion of each Handwriting Standard Forms A, B, and C.

3. Obtain samples of the genuine signature of the person whose name was forged in all forgery cases.

4. Obtain non-requested writing whenever possible:

These are writings that are known to have been prepared by the writer at some prior time. These writings are normally free of any attempt at disguise. Examples of non-requested writings are canceled checks, bank signature cards, fingerprint cards, driver's license, etc. (When obtaining non-requested writing, keep in mind that you will have to prove that it is known writing when you get to court.)

DISGUISE: Be alert for a writer's attempt to disguise his/her writing, which may be exhibited in extremes of writing speeds, slants, and embellishments. When this is witnessed, obtain a large quantity of writing, as disguise is difficult to maintain for very long. Submit non-requested writing with the witnessed standards.