



## **Carney Forensics**

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Scandia, MN 55073  
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Office: 651.695.1757  
Cell: 612.812.5590  
eFax: 651.846.6630  
Web: <http://www.carneyforensics.com>

## **Instructions for Sending Phone or Tablet to Carney Forensics**

### **Packaging the device:**

Put the device into flight or airplane mode.

Power the mobile device off.

If possible (**does not include iPhones or iPads**), remove the battery from the device and wrap it separately for transit.

Wrap the device with 3 layers of aluminum foil to block it from talking to the network or cell towers.

Bubble wrap or foam wrap the device to protect it during shipping.

### **What else to include in the box:**

Include payment check if you are not paying with a credit card.

Include the signed consent form, if required.

Include the signed Carney Forensics Service Agreement.

If you have the data cable and power charger, send them along with the phone or tablet.

Document any passcode or pattern lock for the device.

Document any damage or missing parts such as a SIM card or a micro SD card.

### **How to ship:**

Ship overnight with a signature required upon delivery to start the Chain of Custody.

Ship with a tracking number so we can locate the package in case of delay.

**Send to:**                   **Carney Forensics Lab**  
                                  **23370 Melanie Trail N**  
                                  **Scandia, MN 55073**

### **After Shipping:**

After you ship, email the tracking number, shipping vendor, and date shipped to [patti@carneyforensics.com](mailto:patti@carneyforensics.com).

We will email you a confirmation as soon as we receive your device.

Please call with any questions: 651-695-1757. Thank you.