

Diplomates: American Board of  
Forensic Document Examiners

Members: American Society of  
Questioned Document Examiners;  
Southwestern Association of  
Forensic Document Examiners

# Howard C. Rile, Jr. A. Frank Hicks

## Forensic Document Examiners

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American Academy of Forensic  
Sciences (Rile, Member; Hicks,  
Fellow) Southeastern Association  
of Forensic Document Examiners  
(Hicks, Charter Member)

### **GUIDELINES FOR EXEMPLARS**

1. Original exemplars are always preferred to photocopies. Please submit originals whenever possible. No destructive testing is performed, and all originals are kept locked in a fireproof safe while in our possession.
2. For handwriting and numeral exemplars, please submit exemplars similar in style to the questioned, i.e., hand printing to compare to hand printing, or cursive to compare to cursive. Original normal course-of-business exemplars dated as close in time to the questioned are ideal. Request writing, or other potentially self-serving samples given at a deposition, is not as helpful.
3. As for the quantity of exemplars, it is definitely better to have too many than too few. As a general rule, a minimum of 12 to 15 signatures might be sufficient. Ideally, the exemplars that are submitted should demonstrate all variations of an individual's signature or handwriting. If there were more than one variation of an individual's signature, it would then be necessary to get a larger sampling of all variations of their known signatures. Signatures can vary depending on the type of document being signed, the writing instrument, and other conditions.
4. For current identification documents, such as driver's license, passports, etc., a photocopy is acceptable. If possible, please submit exact-size copies of these types of documents as well as copies enlarged to 150% to 200%.
5. Please submit a number of verified genuine signatures on a variety of documents dated over a period of years. The purpose of this request is to see how consistent an individual's signature is and what, if any, changes have occurred over time.
6. A good representative sampling of signatures and/or handwriting closely bracketing the date on the document in question is essential to a thorough evaluation. Checks are a good source for this, as long as there is no question about the authenticity of the check signatures. Hospital records are also good sources.
7. Specific information about any health problems affecting the individual on or around the date on the document in question should be provided.

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### 101 SOURCES OF HANDWRITING EXEMPLARS

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