

	<b>QD-PM 12.0 Authentication - Alterations and Authorized Document Examinations</b>	
	Document #: 2966	Page 1 of 1
	Revision #: 3	Issued Date: 10/26/2020
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## 12.1 Introduction

**Alterations:** Examinations can be performed to determine whether a modification was made to a document by physical, chemical or mechanical means including, but not limited to, obliterations, additions, overwritings, or erasures.

**Authorized Documents:** Examinations can be performed to determine whether a financial, identification, or other authorized document is genuine using visual and instrumental examinations and comparisons of questioned documents to standards.

## 12.2 Method

Authorized document examinations and examinations of alterations to documents can involve many facets. Methods include both visual and instrumental examinations. Examinations can also include comparison of the questioned document(s) to standard(s), reference material, or reference literature to evaluate the significance of any similarities or differences observed.

Limitations can be placed upon these examinations by influences such as the type of documents examined, the methods used to produce or alter the items, the type of analysis requested, etc. A variety of examination techniques may be employed, including all of the examinations listed in this manual.

Information provided in these procedures gives an overview of the process, considerations and instrumentation used. Analysis schemes for each case will be implemented depending upon the type of evidence presented.

**Interpretations of Results:** The examiner shall evaluate any alteration, similarities, differences, and limitations involved in the examination and shall determine their significance individually and in combination.

## 12.3 References

[ASTM E2331-04 Standard Guide for Examination of Altered Documents.](#)