Evidence Center checklist

Use this worksheet to turn scattered records into a usable case file. Collect originals first and work from copies. Never edit, crop or annotate an original file. Banks, platforms and official authorities respond to structure.

Case reference: _____ Date started: _____

Transaction records

- ☐ Bank or card statements as PDF exports rather than screenshots where possible
- ☐ Payment amounts, currencies, dates, times and time zones
- ☐ Beneficiary names, account numbers, sort codes, IBANs or wallet addresses
- ☐ Cryptocurrency transaction hashes, networks and exchange withdrawal IDs
- ☐ Any reference or description text you were told to include

Communications

- ☐ Original emails with full headers, saved rather than forwarded
- ☐ Exported chat histories from messaging apps where an export function exists
- ☐ Call logs with dates, durations and the numbers used
- ☐ Names, aliases, job titles and firm names given to you
- ☐ Any documents, contracts or “certificates” you were sent

Screenshots and captures

- ☐ Full-screen captures showing the URL, account name and system clock
- ☐ Platform dashboards showing the balances you were shown
- ☐ Profiles, adverts and websites before they are taken down
- ☐ Two-factor prompts or security warnings you received

Your own account of events

- ☐ A plain written statement of what happened, in chronological order
- ☐ What you were told, by whom, and what you were asked to do
- ☐ What you believed at each point, and what changed your mind
- ☐ Any losses beyond the payments themselves, such as fees or charges

Handling evidence safely

- ☐ Keep one untouched master copy in a separate, backed-up location
- ☐ Redact your own full card numbers and identity documents unless formally required
- ☐ Do not publish evidence publicly or name suspected individuals online
- ☐ Record file names in your timeline so each event points at its evidence
- ☐ Note where each item came from, and when you captured it
- ☐ Never share passwords, PINs, one-time codes, seed phrases or private keys

Timeline template

Date	Time (TZ)	What happened	Amount	Method	Evidence file
2026-01-12	14:05 UTC	First contact via messaging app	—	—	chat-export-01.txt

Reference log template

Date	Organization	Contact / channel	Reference	Outcome	Next step
2026-01-15	Bank fraud team	Fraud line	FR-884120	Recall attempted	Update 22 Jan

We do not guarantee the recovery of lost funds. We will never ask for your passwords, PINs, one-time codes, seed phrases, private keys, full card numbers or remote access to your devices. Report fraud through the official channels for your country.