
Professional Certificate in Forensic Document Examination

Introduction to Forensic Document Examination

AASCC: American Academy of Scientific Continuing Education and Certification, offers training and certification programs for forensic document examiners.

ABFDE: American Board of Forensic Document Examiners, certifies forensic document examiners in the United States.

Accelerant: a substance used to start or spread a fire, often analyzed in arson investigations.

Acidic paper: paper with a high acid content, which can lead to degradation and damage over time.

Additions: alterations made to a document after it was originally written or printed.

Address: the location where a document is sent or delivered.

Aging: the process of determining the age of a document or ink.

Alternative light source: a tool used to examine documents under different wavelengths of light.

Amendments: changes made to a document after it was originally written or printed.

Analytical techniques: methods used to examine and analyze documents, such as spectroscopy and chromatography.

Aniline dyes: synthetic dyes used in the production of ink.

Anonymous letter: a letter written by an unknown or unidentified person.

ANSI: American National Standards Institute, develops standards for various industries, including forensic document examination.

Anti-counterfeiting measures: features designed to prevent the counterfeiting of documents, such as watermarks and security threads.

Apparent age: the age of a document based on its appearance and condition.

Archival paper: paper designed to last for a long time without deteriorating.

Artificial aging: the process of artificially aging a document to make it appear older.

ASCII: American Standard Code for Information Interchange, used to represent text in digital form.

ASQDE: American Society of Questioned Document Examiners, provides a forum for professionals in the field of forensic document examination.

ASTM: American Society for Testing and Materials, develops standards for various industries, including forensic document examination.

Authentication: the process of verifying the genuineness of a document.

Authorship: the identity of the person who wrote a document.

Auto pen signature: a signature made using an automatic pen or machine.

Ballpoint pen: a type of pen that uses a small metal ball to dispense ink.

Bleed-through: the phenomenon where ink or writing shows through to the other side of a page.

Blind test: a test where the examiner does not know the origin or authenticity of a document.

Bloodstains: stains caused by blood, often analyzed in forensic investigations.

Body fluid: any fluid from the human body, such as blood, saliva, or semen.

Burn marks: marks left on a document after it has been exposed to fire or heat.

Business card: a card used to identify a person or business, often containing contact information.

Cancel: to void or invalidate a document, often by marking it with a stamp or signature.

Carbonless paper: paper coated with a layer that allows it to transfer images to other sheets.

Certification: the process of verifying the qualifications and expertise of a forensic document examiner.

Chain of custody: the record of the handling and storage of a document or other evidence.

Character spacing: the distance between characters or words in a document.

Chemical analysis: the process of analyzing the chemical composition of a substance, such as ink or paper.

Chemical eraser: a tool used to remove ink or other marks from a document.

Chromatography: a technique used to separate and analyze the components of a substance.

Cipher: a code or system used to conceal the meaning of a message.

Civil law: the branch of law that deals with disputes between individuals or organizations.

Collation: the process of gathering and organizing multiple copies of a document.

Colorant: a substance used to add color to a document or ink.

Colorimetry: the science of measuring the color of a substance.

Comparison: the process of examining two or more documents to determine their similarities or differences.

Composite signature: a signature made up of multiple components, such as a combination of letters or symbols.

Computer-generated document: a document created using a computer or other digital device.

Condensed font: a font that is narrower than usual, often used to fit more text on a page.

Confidentiality: the principle of keeping information or documents secret.

Concealment: the act of hiding or disguising a document or information.

Conservation: the process of preserving and protecting documents or other materials.

Contemporary document: a document created at the same time as the event or activity it describes.

Contrast: the difference in appearance between two or more elements, such as text and background.

Copy: a reproduction of a document, often made using a photocopier or other device.

Counterfeiting: the act of creating or altering a document to deceive or defraud others.

Court exhibit: a document or other item presented as evidence in a court of law.

Crime scene: the location where a crime has been committed, often containing physical evidence.

Cursive writing: a style of writing that involves connected letters and flowing strokes.

Cutting: the act of removing or altering a portion of a document, often using scissors or a knife.

Cyanobacteria: microorganisms that can cause paper to deteriorate or become discolored.

Dactylography: the study of fingerprints and their use in identification.

Dating: the process of determining the age of a document or other material.

Deciphering: the process of decoding or interpreting a coded message.

Defacement: the act of intentionally damaging or disfiguring a document.

Degradation: the process of deterioration or decay of a document or material.

Denied document: a document that has been denied or disputed, often in a court of law.

Density: the measure of the amount of ink or toner used in a document.

Deoxyribonucleic acid: DNA, a molecule that contains genetic information.

Depth of field: the range of distances within which a camera or other device can focus.

Desiccation: the process of drying out or removing moisture from a document or material.

Detection: the process of identifying or locating a document or other item.

Deterioration: the process of decay or degradation of a document or material.

Developed document: a document that has been processed or enhanced to reveal hidden or obscured information.

Digitization: the process of converting a document or other material into digital form.

Digital document: a document created or stored in digital form, such as a computer file.

Digital imaging: the process of capturing or creating images using digital technology.

Digital signature: a type of electronic signature that uses encryption or other methods to verify authenticity.

Direct evidence: evidence that directly proves a fact or circumstance.

Discoloration: the change in color of a document or material, often due to aging or exposure.

Disguise: the act of altering or concealing one's identity or appearance.

Display font: a font designed for use in headings or titles, often larger or more decorative than body text.

Distance: the measure of the space between two or more points or objects.

Distortion: the change in shape or appearance of a document or image, often due to scanning or printing.

Distribution: the process of dispersing or delivering documents or other materials.

Document: a record or written instrument, such as a letter, contract, or certificate.

Document analysis: the process of examining and interpreting the content and characteristics of a document.

Documentation: the process of creating and maintaining records or documents.

Dot matrix printer: a type of printer that uses a grid of dots to form characters and images.

Double indentation: the technique of indenting the first line of a paragraph and the following lines.

Draft: a preliminary version of a document, often subject to revision or editing.

Duplicating: the process of making multiple copies of a document or image.

Dust: particles or debris that can accumulate on documents or other surfaces.

Dye: a substance used to add color to a document or ink.

Earmark: a distinctive feature or characteristic of a document or writer.

Echelon: a level or rank in a hierarchy or organization.

Edge: the border or boundary of a document or image.

Editing: the process of revising or correcting a document or text.

Electrostatic detection: a technique used to detect and visualize latent prints or other evidence.

Embossing: the process of raising or creating a design on a document or material.

Emulation: the act of imitating or mimicking the writing or signature of another person.

Encryption: the process of converting plaintext into ciphertext to protect information.

Endorsement: the act of signing or approving a document, often on the back or reverse side.

Enlargement: the process of increasing the size of a document or image.

Enzyme: a biological molecule that catalyzes chemical reactions, often used in forensic analysis.

Erasable ink: a type of ink that can be removed or erased, often used in writing instruments.

Error: a mistake or inaccuracy in a document or text.

Evidence: information or objects presented in a court of law to support a claim or argument.

Exhibit: a document or other item presented as evidence in a court of law.

Expedited examination: a type of examination that is done quickly or urgently, often in emergency situations.

Expert witness: a person with specialized knowledge or expertise, often called to testify in a court of law.

Expiration date: the date after which a document or contract is no longer valid or effective.

Facsimile: a copy or reproduction of a document, often made using a photocopier or other device.

Falsification: the act of altering or creating a document to deceive or defraud others.

Fiber analysis: the process of examining and analyzing the fibers used in paper or other materials.

Fingerprint: a unique pattern of ridges and valleys on an individual's fingertips.

Fire damage: damage caused by fire, often affecting documents or other materials.

Fluorescence: the emission of light by a substance, often used in forensic analysis.

Font: a set of characters or typefaces used in printing or writing.

Footnote: a note or comment placed at the bottom of a page, often used to provide additional information.

Forgery: the act of creating or altering a document to deceive or defraud others.

Form: a document or template used to collect or record information.

Format: the arrangement or layout of a document or text.

Fragment: a portion or piece of a document or material, often used in forensic analysis.

Fraud: the act of deceiving or cheating others, often through the use of false or altered documents.

Fringe: the edge or border of a document or image, often used to describe the outer limits.

Gel pen: a type of pen that uses a water-based ink suspended in a gel-like substance.

Gloss: the shine or reflectivity of a document or surface, often used to describe the finish.

Graphology: the study of handwriting and its relationship to personality or behavior.

Grid: a pattern of lines or squares used to organize or structure a document.

Handwriting: the style or characteristics of an individual's writing, often used in identification.

Handwriting analysis: the process of examining and interpreting the characteristics of handwriting.

Hard copy: a physical document or printout, often used to describe a tangible record.

Harmless error: an error or mistake that does not affect the outcome or validity of a document.

Header: the portion of a document or page that contains information such as the title or author.

Highlighting: the process of emphasizing or drawing attention to certain text or information.

Historical document: a document that is significant or important due to its age or historical context.

Holistic approach: a method or approach that considers the whole or entire context, rather than just individual parts.

Homemade document: a document created or produced by an individual, often using personal resources or equipment.

Horizontal analysis: the process of examining or comparing data or information from a horizontal or side-by-side perspective.

Hyphenation: the process of dividing words between lines or pages, often using a hyphen to indicate the break.

Hyperspectral imaging: a technique used to capture and analyze images across a wide range of wavelengths.

Icon: a symbol or image used to represent an object, concept, or idea.

Identification: the process of determining or verifying the identity of a person, document, or object.

Image processing: the technique used to enhance or manipulate digital images.

Impression: a mark or indentation left on a surface, often used to describe the effect of pressure or force.

Inconsistency: a discrepancy or lack of consistency in a document or text.

Indented: the process of creating a space or gap at the beginning of a line or paragraph.

Index: a list or table of contents used to locate or reference specific information.

Indicia: a mark or symbol used to indicate or signify something, often used in postal or financial contexts.

Infrared imaging: a technique used to capture and analyze images using infrared radiation.

Ink: a liquid or substance used for writing or printing, often composed of dyes or pigments.

Inkjet printer: a type of printer that uses ink to produce text or images on a page.

Inscription: a mark or writing added to a document or object, often used to provide additional information.

Inspection: the process of examining or reviewing a document or object to determine its condition or authenticity.

Integral: a part or component that is essential or necessary to the whole, often used to describe a critical element.

Intentional alteration: a change or modification made to a document with the intention of deceiving or defrauding others.

Interlineation: the process of adding or inserting text between the lines of a document.

Internal consistency: the degree to which a document or text is consistent or uniform in its content or style.

Interpolation: the process of estimating or inferring missing data or information.

Interpretation: the process of understanding or explaining the meaning or significance of a document or text.

Invisible ink: a type of ink that is not visible to the naked eye, often used for covert or secret communication.

Invisible writing: a technique used to conceal or disguise writing, often using invisible ink or other methods.

Iron gall ink: a type of ink made from iron salts and tannins, often used in historical documents.

Iron-on transfer: a technique used to transfer images or text onto a surface using heat and pressure.

Irregularity: a deviation or departure from the norm or standard, often used to describe an unusual or unexpected feature.

ISO: International Organization for Standardization, develops standards for various industries and fields.

Italic font: a font that is slanted or sloping, often used to emphasize or distinguish text.

Kerning: the process of adjusting the space between characters or letters, often used to improve readability.

Label: a mark or tag used to identify or describe an object or document, often used in filing or organization systems.

Lacuna: a gap or missing portion of a document or text, often used to describe a lack of information.

Lamination: the process of applying a layer of material to a document or surface, often used to protect or preserve.

Language: the system of words, phrases, and grammar used to communicate, often used to describe the text or content of a document.

Laser printer: a type of printer that uses a laser to produce text or images on a page.

Latent print: a hidden or invisible print or mark, often used to describe fingerprints or other evidence.

Layout: the arrangement or organization of a document or text, often used to describe the structure or format.

Leaf: a page or sheet of paper, often used to describe a single component of a document.

Legend: a key or explanation used to interpret or understand a document or image, often used to describe a map or diagram.

Letter spacing: the distance between letters or characters, often used to describe the spacing or kerning.

Letterhead: the portion of a document or page that contains the name and address of a person or

organization.

Level of confidence: the degree of certainty or assurance in a conclusion or opinion, often used to describe the results of an examination or analysis.

Lexicon: a collection or dictionary of words, often used to describe a language or vocabulary.

Lightfastness: the degree to which a material or ink resists fading or degradation due to exposure to light.

Line spacing: the distance between lines of text, often used to describe the formatting or layout of a document.

Linguistic analysis: the process of examining and interpreting the language or text of a document.

Loan document: a document related to a loan or financial transaction, often used to describe a contract or agreement.

Logical analysis: the process of examining and interpreting the content or meaning of a document, often used to describe a systematic or methodical approach.

Longevity: the length of time that a document or material will last or remain usable.

Magnetic ink: a type of ink that is responsive to magnetic fields, often used in security or authentication applications.

Magnification: the process of enlarging or increasing the size of a document or image.

Mail: a system or method of sending or delivering documents or messages, often used to describe postal or courier services.

Mainframe: a large or central computer system, often used to describe a network or database.

Manuscript: a handwritten document or text, often used to describe a historical or literary work.

Margin: the space or border around the edges of a document or page, often used to describe the layout or formatting.

Masking: the process of concealing or covering a portion of a document or image, often used to describe a technique or method.

Material analysis: the process of examining and interpreting the physical properties or composition of a document or material.

Matrix: a grid or pattern of dots or characters used to form images or text, often used to describe a printer or display device.

Measure: a unit or standard used to quantify or describe a physical property or characteristic, often used to describe a dimension or size.

Mechanical pencil: a type of pencil that uses a mechanical mechanism to advance the lead, often used to describe a writing instrument.

Media: a material or substance used to create or display documents or images, often used to describe a type of paper or ink.

Mediocre: a quality or level of performance that is average or unremarkable, often used to describe a document or writing sample.

Mend: to repair or fix a document or material, often used to describe a conservation or restoration technique.

Methodology: a system or approach used to examine or analyze documents or evidence, often used to describe a scientific or systematic method.

Microfilm: a type of film used to store or preserve documents or images, often used to describe a photographic or reproductive technique.

Microscope: an instrument used to magnify or examine small objects or samples, often used to describe a scientific or laboratory tool.

Microscopy: the process of using a microscope to examine or analyze samples or evidence, often used to describe a scientific or forensic technique.

Migration: the process of moving or transferring documents or data from one location or system to another, often used to describe a digital or electronic process.

Mimicry: the act of imitating or copying the writing or style of another person, often used to describe a technique or method.

Mixed media: a combination of different materials or substances used to create a document or image, often used to describe a artistic or creative technique.

Model: a representation or simulation of a system or process, often used to describe a theoretical or conceptual framework.

Modification: a change or alteration made to a document or material, often used to describe a revision or update.

Moisture: a substance or condition that can affect the quality or durability of a document or material, often used to describe a environmental or storage factor.

Monochrome: a color scheme or system that uses only one color or shade, often used to describe a document or image.

Morphology: the study of the shape or structure of objects or materials, often used to describe a scientific or analytical technique.

Motif: a recurring or distinctive pattern or design element, often used to describe a artistic or decorative feature.

Multicolor: a color scheme or system that uses multiple colors or shades, often used to describe a document or image.

Narrative: a story or account of events or experiences, often used to describe a text or document.

Natural aging: the process of aging or deterioration that occurs naturally over time, often used to describe a environmental or storage factor.

Natural language: a language or system of communication that is used by humans, often used to describe a linguistic or cultural phenomenon.

Negative: a photographic image or print that has the opposite tonal values of the original, often used to describe a photographic or reproductive technique.

Network: a system or structure of interconnected devices or nodes, often used to describe a digital or electronic system.

Node: a point or connection in a network or system, often used to describe a digital or electronic component.

Non-destructive testing: a method or technique used to examine or analyze a document or material without damaging or altering it, often used to describe a scientific or forensic technique.

Non-reproducible: a document or image that cannot be reproduced or copied, often used to describe a unique or original item.

Normalizing: the process of adjusting or standardizing a document or image to a standard or norm, often used to describe a digital or electronic process.

Notarization: the process of verifying or authenticating a document or signature, often used to describe a

legal or official procedure.

Numbering: the process of assigning or applying numbers to a document or pages, often used to describe a formatting or organizational technique.

Numerical analysis: the process of examining or interpreting numerical data or information, often used to describe a scientific or mathematical technique.

Obfuscation: the process of concealing or disguising the meaning or content of a document or text, often used to describe a technique or method.

Objectivity: the quality or state of being impartial or unbiased, often used to describe a scientific or analytical approach.

Obsolescence: the state of being outdated or no longer useful, often used to describe a document or material.

OCR: Optical Character Recognition, a technology used to recognize and convert text into digital form, often used to describe a document scanning or processing technique.

Offset printing: a technique used to print text or images using a plate or cylinder, often used to describe a commercial or industrial printing process.

Omission: a failure or neglect to include or mention something, often used to describe a document or text.

On-site examination: a type of examination or analysis that is conducted at the location where the document or evidence is stored, often used to describe a forensic or investigative technique.

Opacity: the quality or state of being opaque or non-transparent, often used to describe a material or document.

Open-source: a type of software or system that is freely available and modifiable, often used to describe a digital or electronic resource.

Operational: a system or process that is functional or in use, often used to describe a digital or electronic system.

Optical: a system or device that uses light or optics to examine or analyze documents or evidence, often used to describe a scientific or forensic technique.

Optimization: the process of improving or enhancing the performance or quality of a document or system, often used to describe a digital or electronic process.

Organic: a type of material or substance that is derived from living organisms, often used to describe a document or material.

Original: a document or item that is the first or primary version, often used to describe a unique or authentic item.

Orthography: the study of the spelling or writing system of a language, often used to describe a linguistic or cultural phenomenon.

Oversize: a document or item that is larger than usual or standard, often used to describe a physical or material characteristic.

Ownership: the state or right of possessing or controlling a document or material, often used to describe a legal or official concept.

Page: a single sheet of paper or a unit of text or content, often used to describe a document or book.

Paging: the process of assigning or applying page numbers to a document or book, often used to describe a formatting or organizational technique.

Paint: a substance or material used to add color or decoration to a document or surface, often used to

describe a artistic or creative technique.

Papyrus: a type of paper or material made from plant fibers, often used to describe a historical or ancient document.

Paperclip: a device or fastener used to hold or attach papers together, often used to describe a office or administrative supply.

Paperweight: a object or device used to hold or keep papers in place, often used to describe a office or administrative supply.

Parallel: a line or direction that is parallel or equal to another, often used to describe a geometric or spatial concept.

Parcel: a package or container used to send or deliver documents or materials, often used to describe a shipping or postal concept.

Password: a secret or confidential word or phrase used to authenticate or verify identity, often used to describe a digital or electronic security measure.

Paste: a substance or material used to attach or adhere papers or documents together, often used to describe a office or administrative supply.

Patch: a small or irregularly shaped piece of paper or material used to repair or reinforce a document, often used to describe a conservation or restoration technique.

Pattern: a recurring or distinctive design or arrangement of elements, often used to describe a artistic or creative feature.

Pencil: a writing instrument that uses a graphite or other material to mark or write on a surface, often used to describe a office or administrative supply.

Perception: the process of perceiving or interpreting sensory information, often used to describe a psychological or cognitive concept.

Perforation: the process of creating holes or tears in a document or material, often used to describe a physical or mechanical technique.

Permanence: the quality or state of being lasting or durable, often used to describe a document or material.

Personalization: the process of customizing or tailoring a document or system to an individual's needs or preferences, often used to describe a digital or electronic process.

Phenomenology: the study of the structure or nature of conscious experience, often used to describe a philosophical or theoretical concept.

Photocopy: a copy or reproduction of a document made using a photocopier or other device, often used to describe a office or administrative process.

Photography: the process of capturing or creating images using a camera or other device, often used to describe a artistic or creative technique.

Physical analysis: the process of examining or analyzing the physical properties or characteristics of a document or material, often used to describe a scientific or forensic technique.

Physical evidence: objects or materials that are used to support or prove a fact or argument, often used to describe a forensic or investigative concept.

Physiology: the study of the functions or processes of living organisms, often used to describe a biological or scientific concept.

Pigment: a substance or material used to add color or decoration to a document or surface, often used to describe a artistic or creative technique.

Pixel: a small or discrete unit of digital information or image, often used to describe a digital or electronic concept.

Plagiarism: the act of copying or imitating the work or ideas of another person without credit or permission, often used to describe a academic or intellectual concept.

Platen: a flat or flat surface used to support or hold a document or material, often used to describe a printing or scanning device.

Plotter: a device or machine used to create or print large-format documents or images, often used to describe a commercial or industrial printing process.

Polarized light: a type of light that is filtered or polarized to reduce glare or improve visibility, often used to describe a scientific or optical concept.

Polymer: a type of material or substance composed of repeating units or molecules, often used to describe a chemical or scientific concept.

Polymerization: the process of creating or forming polymers, often used to describe a chemical or scientific concept.

Porosity: the quality or state of being porous or permeable, often used to describe a material or document.

Portion: a part or section of a document or material, often used to describe a physical or spatial concept.

Position: the location or placement of a document or object, often used to describe a physical or spatial concept.

Postage: the cost or fee associated with sending or delivering a document or package, often used to describe a postal or shipping concept.

Postal: a system or service used to send or deliver documents or packages, often used to describe a government or administrative concept.

Potassium: a chemical element or substance, often used to describe a scientific or forensic concept.

Power of attorney: a document or instrument that grants authority or power to act on behalf of another person, often used to describe a legal or official concept.

Precipitation: the process of forming or depositing a solid or liquid substance, often used to describe a chemical or scientific concept.

Preparation: the process of preparing or making ready a document or material, often used to describe a physical or administrative concept.

Preservation: the process of protecting or conserving a document or material from damage or deterioration, often used to describe a conservation or archival concept.

Press: a device or machine used to apply pressure or print documents or images, often used to describe a commercial or industrial printing process.

Pressure: the force or weight applied to a document or surface, often used to describe a physical or mechanical concept.

Primary: a document or source that is original or first-hand, often used to describe a historical or archival concept.

Print: a copy or reproduction of a document or image made using a printer or other device, often used to describe a office or administrative process.

Printable: a document or material that can be printed or reproduced, often used to describe a digital or electronic concept.

Printer: a device or