



# Department of Homeland Security

*Immigration and Customs Enforcement | Homeland Security Investigations*

## **Document Imaging & Translation Services**

As a result of ICE's law enforcement activities, special agents seize or detain a wide variety of documents and media. Document Imaging and Translation Services provide support in the preparation of evidence documents and media to be electronically (digitally) shared with applicable U.S. and opposing attorneys in the prosecution of cases.

**Document Imaging and Translation Services** performs digitization services to prepare case files and evidence for trial. Processing requirements against seized materials include scanning, digital imaging, optical character recognition, metadata extraction, verification, and data entry, plus Bates Numbering and translation from 64 languages into English for use in prosecution cases. The digital document images and data are then converted to Portable Document Format (PDF) files optimized for use in DHS and US Attorney systems using state-of-the-art software.



## **HOW TO GET STARTED**

To prepare your case file evidence for electronic distribution prior to trial using DHS Document Imaging and Translation Services, contact Gregory Desbiens or Andrea La to receive a procurement package:

### **Primary Government Point-of-Contact (POC):**

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**Data & Document  
Insight Through  
Technology**

*OCR Scanning & Digitization  
Data Extraction & Verification  
Data Entry & Redaction*

*File Conversion  
Bates Numbering  
Document Translation*