

REQUEST FOR LABORATORY EXAMINATION

If evidence has been previously submitted to the laboratory on this incident, please indicate the Laboratory Case Number: _____

Agency Name:	Agency Telephone Number with area code ()
--------------	--

Submitting Officer:	Agency Fax Number with area code ()
---------------------	--

Agency Incident Number:	File Class: 00-	Date of Offense:
-------------------------	---------------------------	------------------

First and Last Name of Investigating Officer:	Direct Telephone Number: ()	Fax Number: ()
---	------------------------------------	-----------------------

E-Mail Address:	Alternate Phone Number: ()
-----------------	-----------------------------------

Additional Report to (name and email address or fax number):

Please circle the type of examination(s) requested:

Arson DNA/Biology Drug Analysis Explosive Residue Fibers Firearms/Toolmarks Footwear/Tire Impressions Glass Hairs
(see back)

Headlamp Filament Latent Prints Paint Physical Match Questioned Documents Toxicology Vehicle Stance Other

Please circle one: S = Suspect V = Victim E = Elimination

S	V	E	Last	First	Middle	SID# / FBI#	DOB	Race	Sex

Comments/Item(s):

- Important – Please note the following regarding evidence packaging and delivery:**
- Ensure evidence has been properly packaged and sealed to prevent contamination/tampering.
 - All biologically-contaminated evidence must be labeled with a biohazard label.
 - All syringes to be submitted for analysis must have Lab Director approval prior to delivery.
 - All chemicals submitted for analysis must be individually packaged in liquid-tight containers.

REQUEST FOR LABORATORY EXAMINATION

Per Federal Regulations, if Biology or DNA analysis is requested, additional information is **required**.

The improper entry of a DNA profile (including samples that may be from innocent persons or victims), whether accidental or deliberate, into the Combined DNA Index System (CODIS) database is strictly prohibited. The following information will allow us to accurately assess whether a DNA profile obtained from an evidentiary sample can be entered into CODIS. Lack of sufficient details will delay and possibly prohibit the entry of the evidentiary sample into CODIS.

Item of Evidence:	Details: <u>Examples -</u> The location where the item was collected: To whom does the item allegedly belong? Why do you believe this item belongs to a perpetrator and NOT a victim or unrelated individual?	Permission to consume item in analysis (if necessary):
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

Important – Please note the following regarding evidence packaging and delivery:

- Ensure evidence has been properly packaged and sealed to prevent contamination/tampering.
- All biologically-contaminated evidence must be labeled with a biohazard label.
- All syringes to be submitted for analysis must have Lab Director approval prior to delivery.
- All chemicals submitted for analysis must be individually packaged in liquid-tight containers.