

Request for Laboratory Examination

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

Agency Details					
Agency Name		Agency Incident Number		File Class	
Submitting Officer (Name and Rank)		Submitting Officer Phone Number		Submitting Officer Email	
Investigating Officer (Name and Rank)		Investigating Officer Phone Number		Investigating Officer Email	
Carbon Copy Officer Name or Email					
Offense Details					
Date of Offense	Location of Offense – Street Address		Street Intersection 1	Street Intersection 1	
Two Digit County Code	City		State	Zip Code	
Examination Details					
Forensic Exams: <i>Please itemize evidence on page two for Biology/DNA exam requests</i>					
Biology/DNA	Bloodstain Pattern	Latent Prints	Questioned Documents		
Controlled Substance Exams:		Medical Marihuana Exams (MMA Violation):		Subject is:	Patient
Overdose		Amount			Caregiver (Provide
Possession		Secure Storage Location			Number of Cards/Patients)
Manufacture/PWID		Improper Transport			
Other		Other:			
Firearms/Toolmarks Exams:			Trace Evidence Exams (Select all that apply):		
Open Shoot/NIBIN Entry	Toolmarks Comparison		Adulterant/Unknown Chemical	Lamp Filaments	Paint
Fired Evidence Comparison	Serial Number Restoration		Ignitable Liquid/Arson	Fracture Match	Glass
Multiple Case Comparison	GSR/Distance/Determination		Explosive Residue	Footwear/Tire track	Fiber
Other:			Other:		
<i>Please itemize evidence on page two when requesting any examination above</i>					
Person Detail (Type Key: S = Suspect, V = Victim, E = Elimination)					
Type	Name: First, Middle, Last	Race	Sex	Date of Birth	SID or FBI Number
Statement of Facts/Details (Required)					

Pre-Trial Date: _____, or Trial Date (if known)

IMPORTANT - PLEASE NOTE THE FOLLOWING REGARDING EVIDENCE PACKAGING AND DELIVERY:

1. All evidence must be properly packaged and sealed in appropriate containers to prevent contamination and tampering.
2. Potential hazards shall be clearly identified by labeling the container. Examples: biohazard, sharp, laceration, caustic or any other known or potentially hazardous material.
3. The Forensic Science Division shall select and use the most appropriate testing method procedure(s).
4. The Forensic Science Division reserves the right to transfer evidence in its laboratory system to another accredited laboratory to help facilitate examination of evidence.

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The following information is REQUIRED per Federal regulations, when a Biology or DNA examination is requested, to enable the Michigan State Police to accurately assess whether a DNA profile obtained from an evidentiary sample can be entered into the Combined DNA Index System (CODIS):

- Where the item was collected (i.e. location)?
- To whom does the item allegedly belong?
- Why do you believe this item belongs to the perpetrator and NOT a victim or unrelated individual?

The information should be included in the DETAILS column below, along with a brief description for each item of evidence.

Items submitted for Trace Evidence examination should, at a minimum, contain the identity and specific location of collection (e.g. known carpet fibers from suspect's vehicle).

By submitting evidence to the laboratory, the Forensic Science Division reserves the right to consume biological evidence and/or items of evidence when necessary to complete any and all analysis unless instructed not to do so in the DESCRIPTION/DETAILS OF ITEM column below.

Item of Evidence	Description/Detail of Item