

BCA Forensic Science Services
Intake Instructions – Effective Immediately

1. Housekeeping:

- a. Thank you for your patience. We are allowing no more than 3 people in the intake area at one time. You are welcome to wait in the lobby area or in your vehicle until someone comes out.
- b. Submission forms must be complete prior to entry into the intake area.
- c. We ask that if you are ill, that you please have someone else deliver the evidence.

2. Evidence Drop-Off

- a. If you have cases with questions or greater than 10 items per case, please call the evidence intake section to set up a meeting and/or get answers prior to submission.
- b. Please use a provided bin for your evidence – bags are also provided to separate cases from each other if necessary. Multiple cases are acceptable in one bin as long as we can differentiate which items go with which cases.
- c. Ensure the submission form is accurate and please initial/date next to your name on the “Submitted By” line.
- d. Bring your bin to an intake station. The intake staff will take your evidence, perform a very brief review of the submission form and initial, and time/date the form.
- e. Thank you, your part is done. We will enter the case in as soon as possible and a receipt will be available as usual. If you have questions or concerns, please ask but keep them brief. If you have more in depth questions, please call or email.

3. Evidence Returns/Pickup

- a. Returns will preferably be done via mail.
- b. Evidence pickups can be done, but please make an appointment so we can have evidence ready.

BCA FSS St. Paul

1430 Maryland Avenue East
St. Paul, MN 55106
651-793-2900 (Main)
651-793-2901 (Fax)
Monday-Friday
8:00 am – 4:00 pm
bca.lab.vault@state.mn.us

BCA FSS Bemidji

3700 Norris Court Northwest
Bemidji, MN 56601
218-755-6600 (Main)
218-755-6623 (Fax)
Monday-Friday
8:00 am – 4:00 pm
bca.lab.vault@state.mn.us

BCA FSS St. Cloud

101-11th Avenue North
St. Cloud, MN 56303
320-249-2689 (Main)
651-793-2901 (Fax)
Wednesday Only
9:00 am – 3:00 pm
bca.lab.stcloud@state.mn.us