

# CONTROLLED SUBSTANCE Evidence Submission Form



FSS-F-EI-1004  
Issue Date: 02/01/2020

**New Case**

**Additional** BCA Lab Case# \_\_\_\_\_

**Resubmission** BCA Lab Case# \_\_\_\_\_

1430 Maryland Ave E  
St. Paul, MN 55106  
Phone: 651-793-2900  
Fax: 651-793-2901

3700 N Norris Ct NW  
Bemidji, MN 56601  
Phone: 218-755-6600  
Fax: 218-755-6623

101 11<sup>th</sup> Ave N  
St. Cloud, MN 56303  
Phone: 320-249-2689  
Fax: 651-793-2901

Website: [bca.dps.mn.gov](http://bca.dps.mn.gov)  
Email: [bca.lab.vault@state.mn.us](mailto:bca.lab.vault@state.mn.us)

**Complete pages 1 and 2**

<b>County of Offense</b>	<b>Date of Offense</b>	<b>Jury Trial Date</b>
<b>Investigating Agency</b>		<b>Submitting Agency</b>
<b>Investigating Officer's Name</b>		<b>Submitted by</b>
<b>Investigating Officer's Direct Phone &amp; Email Address</b>		<b>Additional Agencies Involved</b>
<b>Investigating Agency Case / ICR #</b>		<b>Location of Offense</b>
<b>Prosecutor's Name and Contact Information</b>		

**Associated Individuals (S=Suspect, V=Victim, E-Elimination, O=Other/Owner)**

	S/V/E/O	Name (Last, First, Middle)	Sex	Race	DOB (MM/DD/YYYY)	SID/FBI Number
1						
2						
3						
4						
5						
6						

If LP or DNA testing is requested, the evidence must be separated from the original packaging and submitted as a separate item.

**Description of Evidence**

Agency Item#	Brief Description and Recovery Location	Individual Associated (use number(s) above)	Date Collected (MM/DD/YYYY)	Requested Analysis (refer to codes below)	Other Information (e.g. Fed. quant, suspected fentanyl, previous BCA item #, etc.)

**Brief Summary of Case and Special Circumstances**

	<p><b>Requested Analysis Codes</b>  <b>DRG:</b> Drug Chemistry  <b>DNA:</b> DNA  <b>FA:</b> Firearms  <b>LP:</b> Latent Prints</p>
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Investigating Agency
Agency Case #

**PLEASE CHECK THE SECTIONS THAT CORRESPOND TO  
REQUESTED TESTING ON PAGE 1 AND ANSWER ALL  
ASSOCIATED QUESTIONS**

**Drug Evidence** (DRG)

Was there possession of a firearm?  **Yes**  **No**  **Unknown**

Were there any aggravating factors regarding this case?  **Yes**  **No**  **Unknown**

Does the associated individual have a previous drug conviction?  **Yes**  **No**  **Unknown**

**Charge(s):**  Possession  Possession w/ intent to sell  Sale  Aggravated 1<sup>st</sup> Degree  Search Warrant  Manufacture

For multiple charges associate charge(s) with item(s):

Are there any aggravating factors or special circumstances regarding this case (e.g. child endangerment, possession of a firearm, assault, etc)?  **Yes**  **No** If Yes, explain:

Was a presumptive field test performed?  **Yes**  **No** If Yes, indicate field test and result:

Any known hazards?  **Yes**  **No** If Yes, describe (body cavity search, body carry, etc.):

Are any items associated with a possible drug-facilitated sexual assault?  **Yes**  **No**  
If Yes, list any suspected drug(s):

**Suspected marijuana and marked pharmaceutical tablets:**

- Is a written statement provided from the prosecutor stating the suspect plead not guilty or rejected a plea agreement and a court date is set?  **Yes**  **No**
- Do the markings on pharmaceutical tablets indicate a controlled substance?  **Yes**  **No**

**Trace amount(s), paraphernalia and syringe contents:**

- Is there a visible amount of residue?  **Yes**  **No**
- Is this a first offense being charged as a gross misdemeanor?  **Yes**  **No**

**DNA and/or LP** (DNA, LP)

Has the evidence been previously processed for latent prints?  **Yes**  **No**

Are images of processed prints being provided?  **Yes**  **No**

Are known DNA samples and/or prints available from all principals?  **Yes**  **No** If No, will they be provided?  **Yes**  **No**

*Please Note: DNA samples collected from convicted offenders for inclusion in the DNA database CANNOT be used as evidence specimens.  
Please Note: Known prints for law enforcement are NOT kept on file.*

If evidence is being examined for prints in blood, is there a question as to the source of the blood?  **Yes**  **No**

**Firearms** (FA)

NIBIN (MN firearms database)

Is DNA swab collection needed on the firearm(s)?  **Yes**  **No** Is LP needed on the firearm(s)?  **Yes**  **No**