

**CRIMES AGAINST PERSONS
Evidence Submission Form**



FSS-F-EI-1002
Issue Date: 02/01/2020

- New Case**
- Additional** BCA Lab Case# _____
- Resubmission** BCA Lab Case# _____

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St. Paul, MN 55106
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Fax: 651-793-2901

3700 N Norris Ct NW
Bemidji, MN 56601
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St. Cloud, MN 56303
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Website: bca.dps.mn.gov
Email: bca.lab.vault@state.mn.us

Complete pages 1 and 2

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

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						

Description of Evidence

_____ I affirm that all sexual assault examination kits being submitted are "unrestricted" as defined in MN Statute 299C.106.
(initials) **"Restricted" kits will not be accepted for forensic testing. (This includes associated blood/urine toxicology kits.)**

Agency Item#	Brief Description and Recovery Location	Individual Associated (use number(s) above)	Known (K) Unknown (U)	Requested Analysis (refer to codes below)	Other Information (e.g. DME: passwords/PINs, DRG: Fed. quant, suspected fentanyl, previous BCA item #, etc.)
			<input type="checkbox"/> K <input type="checkbox"/> U		
			<input type="checkbox"/> K <input type="checkbox"/> U		
			<input type="checkbox"/> K <input type="checkbox"/> U		
			<input type="checkbox"/> K <input type="checkbox"/> U		
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			<input type="checkbox"/> K <input type="checkbox"/> U		
			<input type="checkbox"/> K <input type="checkbox"/> U		
			<input type="checkbox"/> K <input type="checkbox"/> U		

Brief Summary of Case and Special Circumstances

	<p>Requested Analysis Codes ALC: Alcohol CT: Chemical Testing/Fire Debris DRG: Drug Chemistry DNA: DNA DME: Digital & Multimedia Evidence FA: Firearms LP: Latent Prints TM: Toolmarks TRA: Trace Evidence TOX: Toxicology</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**

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

Does this case involve swabs taken from a weapon? Yes No

If Yes, written permission to consume the evidence must be submitted prior to testing.

Firearms/Toolmarks (FA, TM)

Barrel/Overall Length Measurements
(shotguns/rifles)

Bullet Hole/Impact Determination
(no firearm available)

Distance Determination
(muzzle-to-target)

Ejection Pattern Determination

Firearm Function Test

Firearms Identification
(comparison of fired ammunition components)

Fired Evidence
(brand, caliber determination)

NIBIN
(MN firearms database)

Serial Number Restoration

Tool/Toolmark Identification
(comparison of tool to toolmark)

Other (explain):

For FA: Is DNA testing needed on the firearm(s)? Yes No Is LP needed on the firearm(s)? Yes No

For TM: Has the tool been linked to an individual (e.g. through investigation or forensic testing)? Yes No

Trace Evidence (TRA)

Fibers Glass Hairs Paint
 Physical Match Shoeprints/Tire tracks
 Tape Other:

Chemical Testing (CT)

Acid/Base/Bleach Chemical Reaction Bomb
 Pepper Spray/Mace/Bank dye
 Other:

Were the suspect and victim acquainted with each other? Yes No N/A

Did the suspect have legitimate access to the scene? Yes No

Have known samples been collected? Yes No

Are the shoeprint/tire track photographs from one scene or multiple scenes? One Scene Multiple N/A

Are there scales in the shoeprint/tire track photographs? Yes No

Is DNA testing needed where there is a question as to the owner of the known evidence? Yes No

Drug Chemistry (DRG)

Are there any known hazards? Yes No

If Yes, describe (body cavity search, body carry, fentanyl, etc.):

Date evidence was collected?

Digital & Multimedia Evidence (DME)

Type of legal authorization provided: Search Warrant Consent Other (explain):

Keywords to be searched:

Has this evidence been previously viewed forensically? Yes No

If Yes, describe circumstance and identity of those involved:

Is there any privileged information contained within the evidence? Yes No If Yes, describe:

Who will be the contact for previewing the evidence or for digital evidence-specific questions?