



**MN BCA FSS Known Sample Collection Kit**

**Version: 04/01/2020**

**Document Number: FSS-F-BI-0200**

**Distribution: FSS**

This kit is ONLY for use in collecting known samples for evidence in open criminal cases. Convicted Offender samples collected using this kit will NOT be accepted and will be returned. This form must be completed and returned to the blue envelope after collection is completed.

**STEP 1: SAMPLE COLLECTION**

- **Wear gloves during the entire collection procedure.**
- Open swab packages and remove both swabs.
- Rub both swabs on the inside of the person’s cheek.
- Place both swabs in the yellow envelope.
- Seal the yellow envelope with the enclosed security seal.
- Label the front of the yellow envelope with the person’s name.
- Return this form (**filled out completely**) and the yellow envelope to the blue mailing envelope.
- Place **appropriate** enclosed mailing label on the blue envelope to mail the sample to either the **St. Paul or Bemidji** Laboratory.
- Fill out fields on exterior of blue envelope.
- Seal the blue envelope with the enclosed security seal.

**STEP 2: SAMPLE INFORMATION**

**Name:** \_\_\_\_\_

**Suspect**  **Victim**  **Elimination**  **Other:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**BCA Case Number required if evidence has already been submitted:** \_\_\_\_\_

**Case Type:** \_\_\_\_\_ **Date of Offense:** \_\_\_\_\_

**Submitting Agency:** \_\_\_\_\_

**Agency Case Number:** \_\_\_\_\_

**Investigating Officer:** \_\_\_\_\_

**Investigating Officer Direct Phone Number:** \_\_\_\_\_

**Investigating Officer Email:** \_\_\_\_\_

**Collection Date:** \_\_\_\_\_ **Collected By:** \_\_\_\_\_

If you have any questions regarding the submission of evidence, please contact the St. Paul Laboratory @ 651-793-2900 (e-mail to [bca.lab.vault@state.mn.us](mailto:bca.lab.vault@state.mn.us)) or Bemidji Laboratory @ 218-755-6600