

**PROPERTY CRIMES
Evidence Submission Form**



FSS-F-EI-1007
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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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						
6						

Description of Evidence

Agency Item#	Brief Description and Recovery Location	Individual Associated <small>(use number(s) above)</small>	Known (K) Unknown (U)	Requested Analysis <small>(refer to codes below)</small>	Other Information <small>(e.g. item foreign to the scene, previous BCA item #, etc.)</small>
			<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		
			<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		
			<input type="checkbox"/> K <input type="checkbox"/> U		

Brief Summary of Case and Special Circumstances

	<p>Requested Analysis Codes DNA: DNA FA: Firearms LP: Latent Prints TM: Toolmarks TRA: Trace Evidence</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

What type of property was involved? Business Residential Other – describe:

If Residential, was the residence occupied at any time during the crime? Yes No Unsure

Were the items foreign to the scene? Yes No If yes, indicate on page 1

Is there suspected body fluid (blood/saliva/semen) on any items? Yes No If yes, indicate on page 1

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 knowns 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