



Alcohol &
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Enforcement

Bureau of
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Homeland
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Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Traffic Safety

State Fire
Marshal and
Pipeline Safety



Bureau of Criminal Apprehension

1430 Maryland Avenue E., St. Paul, Minnesota 55106
Phone: 651/793-7000 FAX: 651/793-7001 TTY: 651/282-6555
Internet: <http://www.dps.state.mn.us/bca/>

Submitting Evidence to the MN BCA Regional Missing Persons Program

- 1) Contact the FBI DNA Unit in order to determine if your case will be accepted as part of the program---703-632-8446.
- 2) After the FBI informs your agency and the MN BCA that your case has been accepted, please contact the MN BCA in order to begin the evidence submission process. The point of contact at the MN BCA is Cathy Knutson. She can be reached at 651-793-2959 or catherine.knutson@state.mn.us. In her absence, contact Ann Gross at 651-793-2979 or ann.gross@state.mn.us.
- 3) Evidence can be submitted by U.S. Mail, delivery service, or delivered in person. It should be submitted to The MN BCA Forensic Science Laboratory, Regional Missing Persons Program, 1430 Maryland Ave E., St. Paul, MN 55106. A receipt will be mailed to your agency after the evidence is entered into the MN BCA Laboratory Information Management System.
- 4) All evidence must be delivered in a sealed condition. Your agency will be contacted if unsealed evidence is received or if the seals appear to have been tampered with. Each item should be clearly marked to describe the contents.
- 5) Along with the evidence, the following information is required:
 - The point of contact for your agency
 - Phone number(s), FAX number, email address
 - Agency case number
 - Names of all principals in the case along with DOB and race
 - A list of all items submitted along with a description of each item
 - A brief synopsis of the case particulars**For cases involving missing persons and/or unidentified human remains, additional information is required. Please refer to the NMPDD supplemental instructions.**
- 6) All bones must be examined by a forensic anthropologist prior to submission; all teeth must be examined by a forensic odontologist prior to submission. A copy of their report(s) should be provided to the MN BCA.
- 7) All attempts will be made to keep your agency informed as to when a report can be issued. If there are known time constraints, i.e. trial date, investigative needs, etc., please make sure that these are communicated to the MN BCA.
- 8) Your agency will be notified if it becomes necessary to fully consume evidence samples during testing which may preclude future analysis. It will be necessary to obtain your written permission prior to continuing with the testing of these samples.

4/2010