

## **New Request Form Cheat Sheet**

### Sections I-IV

Very similar to old request form.

### Section V- Information/ Case Synopsis

Please fill out this section as thoroughly as possible. Details that may not seem important to you could be vital to DFS during testing. If you are requesting testing on an item of evidence, please provide as many details as possible about the recovery location of the item as well as its relevance to the case. These details are necessary for many reasons, including CODIS eligibility determination.

### Section VI- Questions

These are the questions you want answered through the evidence you are submitting. Ex. Can the latent fingerprints recovered identify the suspect? Could the casings and fragment from the scene have been fired by one of the firearms collected? Is the possible blood found from the victim or suspect? Who does the cell phone belong to?

### Section VII-Items for Testing

If items from multiple CCNs are being requested, please list the associated CCN in the Item Description box for each item.

#### **Chem Lab** (swabbing for DNA and processing for latent prints)

If you want an item Chem Lab processed, please check the corresponding boxes under the Chem Lab section.

- If after Chem Lab processing, you would like any fingerprints to be analyzed, check the Chem Lab boxes as well as the Analysis box under Fingerprints.
- If after Chem Lab processing, you would like any swabs to be analyzed, check the Chem Lab boxes as well as the Touch/Blood/Semen boxes (whichever one applies) under Biology Unit.

#### **Forensic Biology Unit** (Biology Unit section)

- Check the Wearer box under the Biology Unit section if you are looking to determine who wore an article of clothing. Ex. Submission of a suspect's hat.
- When a known buccal swab is submitted, the Known box is checked.

#### **Latent Fingerprint Unit** (Fingerprints section)

#### **Firearm and Tool Mark Examination Unit** (Firearms section)

All cartridge cases submitted to DFS will automatically be screened for entry into NIBIN. Representative samples of all firearms will be entered. All firearms submitted to DFS will be test fired, and the resulting casings will be automatically be entered into NIBIN. You do not need to submit a request for testing to have a casing or gun entered into NIBIN.

- NIBIN Comparison – check this box if you are requesting a case-to-case comparison (of firearms and/or casings) in NIBIN (bullets are not entered into NIBIN)
- Firearms Analysis – check this box if you are requesting a microscopic examination of fired ammunition components

### Section VIII-Vehicles

If the case involves a vehicle, please provide all requested information in this section, if known at the time.

### Section IX- Forensic Biology Unit

Fill out completely if serology and/or DNA are being requested.

### Section X- Latent Fingerprint Unit

Fill out completely if fingerprint analysis is being requested.

### Additional Notes

When you click the red Submit Request via Email button at the bottom of the form, an email will automatically be generated and sent to the correct DFS addresses. The sent email will then appear in your Sent Folder in Outlook. Please note that the form will not save automatically when you submit your request, but you can retrieve a copy of the form from your Sent Folder in Outlook. If you need to have your form approved before it is sent, you can Save As anywhere on your computer and then click the submit button later.