

**CRIMES AGAINST PERSONS
Evidence Submission Form**



FSS-F-EI-1002
Issue Date:06/04/2025

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

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St. Paul, MN 55106
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Bemidji, MN 56601
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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	DOB (MM/DD/YYYY)	SID/FBI Number
1					
2					
3					
4					
5					

Description of Evidence

Agency Item #	Brief Description and Recovery Location	Individual Associated <small>(use above number)</small>	Requested Analysis <small>(use below codes)</small>	Additional Information <small>(e.g. DME: passwords/PINs, DRG: Fed. quant, suspected fentanyl, etc.)</small>

Brief Summary of Case and Special Circumstances

<p>_____ 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/DFC toxicology kits.)</p>	<p>Requested Analysis Codes</p> <p>ALC: Alcohol CT: Chemical Testing/Fire Debris DME: Digital & Multimedia Evidence DNA: DNA DRG: Drug Chemistry FA: Firearms LP: Latent Prints TM: Toolmarks TOX: Toxicology TRA: Trace Evidence</p>
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Investigating Agency

Agency Case #

CHECK THE SECTIONS THAT CORRESPOND TO REQUESTED ANALYSES ON PAGE 1 AND ANSWER ALL ASSOCIATED QUESTIONS

DNA and/or Latent Prints (DNA, LP)

Has the evidence been previously processed for latent prints? Yes No

Are images of processed prints being provided? Yes No N/A

Are known DNA samples and/or prints available from all principals? Yes No If No, will they be provided? Yes No

Note: DNA samples collected from convicted offenders for inclusion in the DNA database CANNOT be used as evidence specimens.

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 the case involve swabs taken from ammunition/casings? Yes No

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

Firearms/Toolmarks (FA/TM)

Firearms Identification (comparison of fired ammunition components)

Length Measurements (barrel/overall – shotguns & rifles)

Fired Evidence (brand, caliber determination)

Distance Determination (muzzle-to-target)

Function

Bullet Hole/Impact Determination (no firearm available)

Malfunction Full-Auto Basic Function

Select all that apply to the firearm:

Yes No

Is DNA swabbing needed?

Is LP needed?

Is NIBIN (MN firearms database) needed? Additional states (list if needed): _____

Is Serial Number Restoration needed?

Toolmark Examination (Tool must be linked to an individual through investigation or forensic testing.)

Trace Evidence (TRA)

Footwear Impressions

Collection for: Fibers Glass Hairs Paint

Physical Fit

Tape

Chemical Unknown (Bleach, Pepper Spray, Mace, Bank Dye, Chemical Reaction Bomb)

Other (explain): _____

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

Did the suspect have legitimate access to the scene? Yes No N/A

Have known samples been collected? Yes No N/A

Are the shoeprint images from one scene or multiple scenes? One Multiple N/A

Are there scales in the shoeprint images? Yes No N/A

Drug Chemistry (DRG)

Are there known hazards (e.g. body cavity search, body carry, etc.)? Yes No If Yes, describe: _____

Digital & Multimedia Evidence (DME)

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

Keywords to be searched: _____

Has the evidence been previously viewed forensically? Yes No

If Yes, describe the circumstance and identity of those involved: _____

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

Who is the contact for previewing the evidence or for digital evidence-specific questions? _____