

**INTERNET & TECHNOLOGY  
RELATED CRIMES  
Evidence Submission Form**



FSS-F-EI-1006  
Issue Date: 06/04/2025

- New Case**
- Additional** BCA Lab Case# \_\_\_\_\_
- Resubmission** BCA Lab Case# \_\_\_\_\_

1430 Maryland Ave E  
St. Paul, MN 55106  
Phone: 651-793-2900  
Fax: 651-793-2901

3700 N Norris Ct NW  
Bemidji, MN 56601  
Phone: 218-755-6600  
Fax: 218-755-6623

101 11<sup>th</sup> Ave N  
St. Cloud, MN 56303  
Phone: 320-249-2689  
Fax: 651-793-2901

Website: [bca.dps.mn.gov](http://bca.dps.mn.gov)  
Email: [bca.lab.vault@state.mn.us](mailto: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					
6					

**Description of Evidence**

Agency Item #	Brief Description and Recovery Location	Individual Associated <small>(use above numbers)</small>	Requested Analysis <small>(use below codes)</small>	Additional Information <small>(e.g. DME: passwords/PINs, item foreign to the scene, etc.)</small>

**Brief Summary of Case and Special Circumstances**

<p> </p>	<p><b>Requested Analysis Codes</b></p> <p><b>DME:</b> Digital &amp; Multimedia Evidence <b>DNA:</b> DNA <b>LP:</b> Latent Prints</p>
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Investigating Agency

Agency Case #

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

**Digital and Multimedia Evidence (DME)**

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

Keywords to be searched: \_\_\_\_\_

Has this evidence been previously viewed forensically?  Yes  No

If Yes, describe circumstances and identity of those involved: \_\_\_\_\_

Is there 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? \_\_\_\_\_

For non-BCA Investigative cases, the following case types will be accepted:

- Internet Crimes Against Children
- Homicide
- State Patrol Fatality

**All other case types must be pre-approved by the Supervisor, Special Agent in Charge (SAIC), or their designee(s).**

**Indicate who approved the submission:** \_\_\_\_\_

**DNA and/or Latent Prints (DNA, LP)**

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

If Yes, 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

*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