

**PROPERTY CRIMES  
Evidence Submission Form**



FSS-F-EI-1007  
Issue Date: 06/04/2025

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

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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. item foreign to the scene, etc.)</small>

**Brief Summary of Case and Special Circumstances**

<p><b>Brief Summary of Case and Special Circumstances</b></p>	<p><b>Requested Analysis Codes</b></p> <p><b>DNA:</b> DNA  <b>FA:</b> Firearms  <b>LP:</b> Latent Prints  <b>TM:</b> Toolmarks  <b>TRA:</b> Trace Evidence</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**

**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

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

If residential, was the residence occupied during the crime?  Yes  No  Unsure

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

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

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): \_\_\_\_\_

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