

**Physical Evidence Examination Request Instructions**

**IF INSTRUCTIONS ARE NOT FOLLOWED, EVIDENCE IS SUBJECT TO BEING RETURNED**

IF MORE SPACE IS NEEDED TO LIST ITEMS, USE A Continuation Page

**If the status of this case changes in any manner (i.e. case closed), please NOTIFY THE LABORATORY IMMEDIATELY**

1. Number all items using **NUMERICAL VALUES ONLY** (e.g., 1,2,3,4, etc.).
2. **Type or print ALL information.**
3. **ALL CONTAINERS MUST BE SEALED WITH TAPE. THE PERSON SEALING THE EVIDENCE SHOULD PLACE THEIR INITIALS ACROSS THE TAPE ONTO THE CONTAINER ITSELF. HEAT SEALED AND TAMPER-PROOF EVIDENCE CONTAINERS MUST BEAR THE INITIALS OF THE INDIVIDUAL SEALING THE CONTAINER.** For clarification concerning the packaging or labeling of evidence, please refer to the **Evidence Guide** available online at <http://ncdoj.gov/About-DOJ/State-Bureau-of-Investigation/Crime-Lab/ISO-Procedures.aspx>. If there are still unanswered questions, please contact the appropriate laboratory personnel.
4. Complete the following part(s) of this form for evidence being submitted for the designated examinations:  

<b>Only Part A:</b> for Drug, Toxicology, Documents, or Latent Evidence	<b>Parts A, B, and C:</b> for Body Fluid/DNA Evidence
<b>Parts A and B:</b> for Poison & Tampering, Trace Evidence, or Firearms	<b>Parts A, B, &amp; D:</b> for Hair & Fiber Evidence
* Race/Sex and DOB do not need to be completed for submission of items for Drug Chemistry/Toxicology analysis.	
5. Completed **Request for Examination of Physical Evidence** forms must be in an envelope attached to the **OUTSIDE** of the mailing package. **MAIL ONLY ONE CASE PER MAILING PACKAGE.** Be sure to mail the **original completed** form with the evidence. Make a copy of the completed form for your records.
6. DO NOT MARK THE OUTSIDE OF EVIDENCE ENVELOPES/PACKAGES WITH WORDS SUCH AS DRUGS, FIREARMS, ETC.
7. The number of dosage units or packages of each type of controlled substance should be noted on the Request Form (e.g., two red tablets, five plastic bags of white powder, etc.).
8. Drug evidence seized from different people on the same occasion or the same person on different occasions must be submitted on separate Request for Examination of Physical Evidence forms (see **Evidence Guide**).
9. Green plant material and/or any wet evidence (e.g., clothing) should be dried out and submitted in **PAPER** bags (NOT PLASTIC).
10. Prior to submission, you **MUST** separate drugs from containers to be processed for latent prints.
11. All firearms submitted to the laboratory must be **UNLOADED**. If you are not able to unload the weapons, transport the item(s) to the laboratory in person. Advise laboratory personnel of any loaded weapons immediately upon arrival.
12. All glass containers (ESPECIALLY TUBES OF BLOOD) must be adequately protected against breakage and leakage (i.e., padding and plastic bags).
13. Sharp metal objects or glass objects (e.g., knives, glass, razor blades, crack pipes, etc.) must be secured to heavy cardboard with ends protected.
14. **HYPODERMIC NEEDLES ARE NOT ROUTINELY ACCEPTED FOR ANALYSIS.** If analysis of a syringe is crucial to an investigation, the analysis must be requested (in writing) by the appropriate District Attorney before the evidence is submitted.
15. The Crime Laboratory's acceptance policy in hair cases is as follows:
  - A. Cases will only be accepted when proper standards are submitted from **ALL** victims and suspects.
  - B. Hair evidence will be accepted only after it has been removed from large, bulky items (e.g., clothing and bedding, etc.).
  - C. Hair evidence will be accepted only in cases in which the hair is a vital part of the evidence.
16. Any package containing biological materials or materials exposed to biological contamination **MUST** be properly identified as **BIOLOGICAL HAZARDS**. In addition, you must indicate on the submission form(s) that the case contains Biohazardous Evidence.
17. When submitted for latent print comparison purposes, fingerprint cards bearing known inked impressions are evidence and must be listed and identified as an item of evidence.
18. Elimination inked impressions are required in all simple, property type cases submitted for latent print analysis.
19. The laboratory report(s) will be made available electronically via Forensic Advantage.

NOTE: There are many legal and technical problems associated with the acceptance of evidence in court (basically the proper and positive identification of evidence). The primary responsibility for proper identification rests with the investigating officer. Take the necessary precautions to insure the proper preservation, identification and packaging of items of evidence. This evidence is being submitted in connection with an official investigation of a criminal matter.

**SUBMIT THE EVIDENCE TO THE LABORATORY SERVING YOUR AREA:**

North Carolina State Crime Laboratory  
Post Office Box 2000  
Garner, North Carolina 27529-2000  
(919) 662-4500 (Ext. 1230)

Triad Regional Laboratory  
Guilford Building  
2306 West Meadowview Road, Suite110  
Greensboro, North Carolina 27407

Western Regional Laboratory  
Post Office Box 2408  
Skyland, North Carolina 28776-2408  
(828) 654-0525

**NOTE: The Western Regional Laboratory accepts only Drugs, Latent, Fire Debris and Firearms Evidence.  
The Triad Regional Laboratory accepts only Drugs, Toxicology, Latent and Digital Evidence.**

**PART A REQUEST FOR EXAMINATION OF PHYSICAL EVIDENCE**

Requesting Officer: \_\_\_\_\_ County of Offense: \_\_\_\_\_ Lab # \_\_\_\_\_  
 Requesting Agency: \_\_\_\_\_ ORI #: \_\_\_\_\_ SBI File # \_\_\_\_\_

**PLEASE PLACE A CHECK MARK (✓) BESIDE THE PREFERRED ADDRESS**

Agency P. O. Box, City and Zip: \_\_\_\_\_ Agency File # \_\_\_\_\_  
 Agency Street Address, City and Zip: \_\_\_\_\_ Type of Case: \_\_\_\_\_  
 CAA (SBI Case Agent Assigned): \_\_\_\_\_ DIC (SBI District in Charge): \_\_\_\_\_ Date of Offense: \_\_\_\_\_  
 Investigating Officer Name and Best Contact Number – Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

VICTIM(S)	Race/Sex	DOB	SUSPECT(S)	Race/Sex	DOB	ID #

*Has any evidence in this case been submitted to the laboratory previously? \_\_\_\_\_ If yes, to which section(s)? \_\_\_\_\_*

Lab Item #	Agency Item #	Type Container/Description of Evidence	Examine For	Exact Location Found <small>(Use names for body fluid/DNA Evidence)</small>

Additional Analysis Requested / Instructions:

**EVIDENCE WILL BE RETURNED TO THE REQUESTING OFFICER**

**STATE CRIME LABORATORY CHAIN OF CUSTODY USE ONLY**

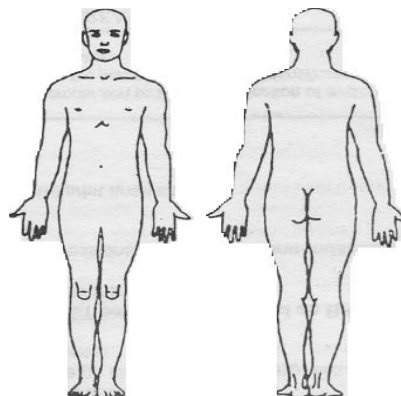
The signatures of North Carolina State Crime Laboratory employees appearing below indicate that the material described above under *TYPE CONTAINER / DESCRIPTION OF EVIDENCE* was delivered to the person (approved carrier) indicated, on or about the date stated, and was delivered in essentially the same condition as received. By submitting this form, you acknowledge and approve laboratory personnel to use the most appropriate and up to date methods authorized by our laboratory and/or sample submission to another laboratory to best meet your needs.

ITEM(S)	Received By: (Print) (Initial)	Received From: (Print) (Initial)	DATE

**COMPLETE PART B OR ATTACH A COPY OF THE INVESTIGATIVE REPORT**

Lab Number: \_\_\_\_\_

**PART B:** Description of the incident (Brief Summary of the events of the crime). Be sure to provide details as to who may have been bleeding in cases involving body fluid/DNA evidence.



**For Firearms Examination**

(Show entrance and exit wounds)

**PART C:** (For body fluid/DNA cases)

Have samples from all possible bleeders or body fluid donors been included?  Yes  No

Have any of the above persons been transfused in the last 30 days?  Yes  No

**In sexual offense cases answer the following:**

- 1. Was the alleged assailant known to the victim?  Yes  No
- 2. Did the victim have sex with someone within 72 hours prior to the incident?  Yes  No
- 3. Is a known DNA sample from the consenting sex partner available at this time?  Yes  No
- 4. Do you plan to submit this sample?  Yes  No
- 5. Has/have the suspect(s) made any statement that the act was consensual?  Yes  No

**NOTE:** No DNA testing will be conducted on evidence samples unless known DNA samples from all victims and suspects are submitted. In sexual offense cases, a known DNA sample must also be submitted from any consensual sexual partners of the victim within 72 hours of the incident, if DNA typing is requested.

**PART D:** (For hair, fiber and other particle analysis cases)

Crime Occurred: (Check all that apply)

Suspect's Residence       Victim's Residence

Suspect's Vehicle       Victim's Vehicle

Other Location (describe):

Have the suspect(s) and victim(s) lived at the same residence or shared a common environment?  Yes  No

If this is a rape case, has consent or common environment been involved?  Yes  No

**IF YES, HAIR SAMPLES SHOULD NOT BE SUBMITTED FOR EXAMINATION**

Be sure to indicate the race of the victim(s) and suspect(s) listed on Page 1

Please retain all hair and fiber evidence until either (1) the hair samples from all suspects and victims **are obtained** for hair analysis, **OR** (2) all fiber standards (carpeting, upholstery, clothing of suspect/victim) **are obtained** for fiber analysis. **YOU MUST SUBMIT THE NECESSARY STANDARDS BEFORE ANALYSIS CAN BE PERFORMED.**