

Montana Forensic Science Division

Biology Section

Evidence Submission Policy

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Helpful links:

Forensic Science Division (crime lab) website: <https://dojmt.gov/crime/>

Forensic Science Division (crime lab) forms: <https://dojmt.gov/crime/forms/>

Evidence Collection Resources: <https://dojmt.gov/crime/evidence-collection-resources/>

Evidence Handling Manual: <https://dojmt.gov/wp-content/uploads/EvidenceManual-4-27-22.pdf>

General Information:

Submitting a case for Biology analysis:

All submissions with requests for Biology analysis require the following:

- A case report detailing where the submitted items were recovered from and how they are related to the alleged crime. If possible, please provide information about who may have touched/deposited potential DNA on an item.
 - Case reports are used to help determine the admissibility of any DNA profiles into the state and national databases.
 - Cases received without a case report will be administratively closed and the evidence returned to the submitting agency.
- Reference standards from individuals related to the case – reference standards do not count toward the total evidence items limit.
 - Reference standards may be necessary to compare DNA profiles from evidence.
 - Cases received without necessary reference standard(s) will be administratively closed and the evidence returned to the submitting agency.
- For DNA analysis in unidentified remains cases please note the following:
 - If the identity of the remains is likely to be a certain individual, please submit a secondary reference standard (toothbrush, hairbrush, heavily worn clothing, etc.) known to be used by that individual.
 - If available, please submit reference standards from immediate family members of the deceased.
 - The Biology Section can process parent/offspring DNA profiles in house.
 - If only a sibling reference standard is available, the evidence will be processed in house and the profiles sent to an outside agency for kinship analysis.
- **Please contact the laboratory prior to submitting ANY evidence for Cold Cases.**

Frequently asked questions:

- What if I need multiple types of analysis (i.e. Latent Prints, Firearms, etc.)?
 - Indicate on the submission form the types of analysis you require; we will coordinate with the appropriate sections to complete all possible analysis.
- What if I need probable cause before obtaining a reference standard?
 - Indicate this in the “additional information” section of the submission form. Depending on the case circumstances we may still process the evidence and issue a Serology report with applicable findings.
- What types of items are acceptable to submit?
 - Please click on the case type listed in the [table of contents](#) to see a list of

evidence examples.

- I have received a Serology Report, do I need to make a request for DNA analysis too?
 - No. Samples that are eligible for DNA analysis after the Serology testing process will be preserved and retained for further DNA testing.
- I need the profiles from evidence samples searched in CODIS, how do I request that?
 - All developed profiles that are eligible for state or national database entry are entered during the analysis process. You do not need to make a separate request for database entry/search.
- Should I swab an item before sending it to the laboratory?
 - Whenever possible we request that physical items be submitted to the laboratory.
 - If an item can be packaged and mailed (cans, bottles, weapons, etc.) please submit the item – please do not swab the item before submittal.
 - If an item is excessively large (vehicle, vehicle seats, large areas of carpet, walls, doors, etc.) please swab the staining/area of interest and submit the swabs.
 - If you choose to swab an item, please only submit the swabs.
- What types of cases are accepted for Biology analysis?
 - The Biology Section accepts evidence in cases of:
 - Homicide
 - Sexual assault
 - Property crime - only evidence containing potential biological fluids (blood, saliva, etc.) are accepted. See [Property crimes](#) for more information.
 - Other crimes against people (physical assaults, robbery, etc.)
- What types of cases are not accepted for Biology analysis?
 - The Biology Section does not accept evidence in cases of:
 - Drug possession
 - Firearms/felony firearm possession
- I already submitted evidence for a case, but new evidence items have been discovered, what should I do?
 - If you identify new evidence items for a case after the initial submission, please contact the laboratory to discuss how to move forward.
- What if a suspect's DNA is already "on-file"?
 - CODIS convicted offender DNA profiles are NOT to be considered "on-file." We do not use these types of samples for direct comparison to new case submissions. Please submit a new DNA reference standard with each case.
 - If a reference standard was submitted in a previous case, please indicate this and include the previous case number in the report or submission form. We require written permission to use previously submitted reference standards for comparison to new cases.

- **Reference standards do not count toward evidence submission limits.**
- I believe my case is a high priority, what should I do?
 - Please contact the laboratory prior to evidence submission if you believe your case requires special attention. We will evaluate the circumstances and discuss how to proceed.
 - Examples of cases that may be considered high priority include issues of public safety, upcoming trial, or instances where a suspect is likely to flee.
- My case involves multiple suspects, multiple victims, or other extenuating circumstances. Do the submission limits still apply?
 - If you believe a case requires evidence submission beyond what is described in this policy, please reach out to the laboratory prior to submitting the evidence. We will discuss the case circumstances and work with you on how to proceed.

Case types and information:

Homicide cases:

- **Ten (10) items are accepted for initial analysis in homicide cases.**
 - Items packaged together (multiple items in one bag or box) will be counted individually.
 - Example 1: 5 clothing items packaged together in one box will count as 5 items toward the total.
 - Example 2: 10 swabs packaged together in one bag will be counted as 10 items and the initial evidence submission will be reached.
 - If more than 10 items are submitted for a homicide case, you will be contacted to indicate which items you would like analyzed first; the remaining items will be returned to the submitting agency.
- Clothing items where both suspect and victim are bleeding typically require Bloodstain Pattern Analysis (BPA) prior to submission to the laboratory.
 - If there is reason to believe that multiple individuals were bleeding, please contact Kevin Winer (kevin.winer@kcpd.org) of the Kansas City Missouri Police Department or a Bloodstain Pattern Analyst of your choosing to have BPA performed.
 - Clothing recovered from a victim who was bleeding typically requires BPA prior to submission.
- Examples of evidence items for homicide cases:
 - Weapon with potential blood staining.
 - Suspect clothing with potential blood staining – outermost clothing likely the most informative.
 - Swabs of potential blood from the scene.
 - Swabs of potential blood from suspect’s body believed to originate from a victim.

- Touch-DNA type items (items without biological fluid) should only be considered as a last resort.
 - The Biology Section does not perform any analysis on fired cartridge casings.
 - The Biology Section only conducts analysis on unfired ammunition under specific circumstances.
- If informative results are obtained from one of a group of items or items of similar types, additional items may not be analyzed. Examples of informative results:
 - One victim, one suspect where only victim known to be bleeding and staining positive for indications of blood found on suspect clothing.
 - Multiple swabs from a vehicle where one individual was bleeding, and one swab is positive for indications of blood.
- A reference standard from, at minimum the victim(s), will be required for all homicide cases when victim DNA may be present on an item(s).
 - FTA cards collected at autopsy from the Missoula morgue will be retained in the laboratory.
 - FTA cards collected at autopsy from the Billings morgue will be sent to the submitting agency and will need to be submitted with other evidence items for Biology analysis.
- Please contact the laboratory with any questions regarding submission of evidence for homicide cases: 406-728-4970; dojdna@mt.gov.

Sexual Assaults:

- **Three (3) items are accepted for initial analysis in sexual assault cases.**
 - Sexual Assault Evidence Kits (SAEK) collected from the suspect or victim MUST be submitted to the laboratory within 30 days of receipt by law enforcement. See MCA 46-15-412 for additional information.
 - Please submit only the most intimate/applicable items such as:
 - Victim or suspect underwear (worn during or directly after the alleged assault).
 - Condoms.
 - Clothing items that were ejaculated on/used directly after the alleged assault.
 - Please do not submit all the victim's clothing or clothing not worn during or directly after an alleged assault.
 - Items such as socks and shoes where ejaculation is not specifically indicated are typically not informative.
 - Please only select clothing items that are most likely to provide informative results (underwear, shirt with probable ejaculate, bra with probable saliva on interior, etc.).

- Items packaged together (multiple items in one bag or box) will be counted individually.
 - Example 1: 2 clothing items packaged together in one bag will count as 2 items toward the total.
 - Example 2: 4 pieces of clothing packaged together in one box will count as 4 items and the submission limit will be exceeded.
- If more than 3 items are submitted for a sexual assault case, an analyst will determine which items will be retained for initial analysis; the remaining items will be returned to the submitting agency.
- Items such as bedding should be considered only as a last resort or in specific circumstances.
 - If case circumstances require the submission of bedding, please consider the following:
 - The Biology Section only has tests for blood and semen. We do not perform testing for saliva or vaginal fluid.
 - We are not able to determine when/how a stain was deposited on an item. Items where semen/seminal fluid would be unremarkable (suspect's bedding) are typically not informative.
 - Bedding that was used by multiple individuals or where consensual sexual encounters took place is typically less informative and requires reference standards from all individuals known to use the bedding.
- If informative results are obtained from one submitted item, additional items may not be analyzed.
 - Examples of informative results:
 - Samples positive for indications of male DNA on samples from a female victim's SAEK.
 - Semen or indications of seminal fluid on victim underwear.
 - Potentially informative samples retained from suspect SAEK.
- The Biology Section does not perform analysis for touch-DNA on clothing items. If the alleged assault does not include bodily fluids (semen, saliva, etc.) please contact the laboratory to discuss private laboratory testing.
- For cases involving criminal parentage (incest, etc.) please submit reference standards for the child or product of conception and the parent(s) in question.
- The Biology Section only performs analysis on parent/biological child samples. Sibling or other familial relation samples will be referred to a private laboratory.
- A reference standard from, at minimum, the victim(s) will be required for all sexual assault cases. Submission of reference standards from known suspects or consensual sex partners will hasten the DNA analysis process.
- Please contact the laboratory with any questions regarding submission of evidence for sexual assault cases: 406-728-4970; dojdna@mt.gov.

Property crimes:

- **Two (2) items are accepted for initial analysis in property crime cases.**
 - Items packaged together (multiple items in one bag or box) will be counted individually.
 - Example 1: 2 cans packaged together in the same bag will be counted as 2 items and the submission limit will be reached.
 - Example 2: 10 cigarette butts packaged together in the same bag will be counted as 10 items and the submission limit will be exceeded.
 - If more than 2 items are submitted for a property crime case, an analyst will determine which items will be retained for initial analysis; the remaining items will be returned to the submitting agency.
 - The items must contain potential biological fluid (blood, saliva, etc.) or be a worn/heavily handled item. Examples of acceptable items include:
 - Used bottles/cans.
 - Cigarette butts.
 - Blood swabbed from the scene.
 - Hats/watches/other worn items.
 - No touch-DNA samples are accepted for property crime cases. Examples of unacceptable items include:
 - Swabs from steering wheel/gear shifter/door handle.
 - Swabs of doorknob.
 - Tools that do not have staining consistent with blood.
- We understand that not all property crimes have known suspects. As such, reference standards may not be required with property crime evidence submissions. Should the case circumstances dictate the need for reference standards, you will be contacted.
- If the victim or another known individual's DNA may be present on an item collected from a property crime, we will require a reference standard from that person prior to beginning any analysis.
- Please contact the laboratory with any questions regarding submission of evidence for property crime cases: 406-728-4970; dojdna@mt.gov.

Other crimes against people (robbery, physical assault, attempted homicide, etc.):

- **Five (5) items are accepted for initial analysis in other crimes against people.**
 - Items packaged together (multiple items in one bag or box) will be counted individually.
 - Example 1: 5 clothing items packaged together in the same bag will be counted as 5 items and the submission limit will be reached.
 - Example 2: 10 swabs from the scene packaged together in the same bag

- will be counted as 10 items and the submission limit will be exceeded.
- If more than 5 items are submitted for an other crimes against people case, an analyst will determine which items will be retained for initial analysis; the remaining items will be returned to the submitting agency.
 - Touch-DNA type items (items without biological fluid) should only be considered as a last resort.
 - The Biology Section does not perform any analysis on fired cartridge casings.
 - The Biology Section only conducts analysis on unfired ammunition under specific circumstances.
 - A reference standard from, at minimum, the victim(s) will be required for all other crimes against people cases.
 - Please contact the laboratory with any questions regarding submission of evidence for other crimes against people: 406-728-4970; dojdna@mt.gov.

Case submission form examples:

The following pages include examples of submission forms for various types of cases. Please note the examples and explanations of what is required for each case. Each example case has the appropriate number of items submitted and includes the necessary information and reference standards for each case.



EVIDENCE SUBMISSION FORM

Montana Department of Justice
Forensic Science Division
Mailing - P.O. Box 16170 Missoula, MT 59808
Physical - 2679 Palmer Street Missoula, MT 59808
Ph. 406-728-4970 Fax 406-549-1067

This example submission form includes the required information regarding where certain items were collected, clearly labels the items, includes the necessary reference standards, and adheres to the 10 item limit for homicides.

Agency: Last Best Place PD
Detective/Officer: Detective Smith
Address: 1234 ABC Lane MT 59808
Phone #: 406-555-5555

Agency Case#: 2024-000123456
Offense/Offense Date: Homicide / 01/2024
County of Offense: YourCounty MT
Email - **REQUIRED**: smith@lastbestplacepd.org

Victim/Suspect/Subject Information (please provide FULL NAME)

Additional Resubmittal Lab Case # _____

<input checked="" type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	<u>Jane Doe</u> LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____
<input type="checkbox"/> Vic <input checked="" type="checkbox"/> Sus <input type="checkbox"/> Sub	<u>John Doe</u> LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____

Relevant Case Synopsis/ Additional Information

IMPORTANT INFORMATION TO INCLUDE IN REPORT: Items 3, 4 & 6 collected from suspect home. Items 5 & 10 collected from suspect's vehicle that was found near the location of the body. **Including information about where items were recovered and how they relate to the alleged crime helps us determine database eligibility**

All DNA submissions REQUIRE a police report submitted with the evidence.

Lab Item #	Agency Item #	Description of Evidence - REQUIRED	Requested Exam(s) - REQUIRED
	1	Victim FTA from autopsy	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	2	Suspect (John Doe) buccal swabs	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	3	Hammer with suspected blood	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input checked="" type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	4	Suspect's t-shirt with suspected blood	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	5	Swabs of blood from suspect's vehicle (passenger door handle, passenger headrest, trunk) *This item lists 3 separate swabs, meaning this item counts for 3 against the limit of 10	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	6	Knife with suspected blood and broken tip	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input checked="" type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	7	Suspect's left hand swabs	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	8	Suspect's right hand swabs	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	9	Victim's fingernail clippings	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	10	Swabs of blood found near suspect vehicle	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR

Chain of Custody			
Received From	Received By	Date	Comments

Requested Exam Codes:

BIO: DNA, Serology
FA: Firearms, Tool Marks, SN Restoration, Distance, Fracture Match
LP: Latent Prints, AFIS
CHEM: Chemical Analysis
GSR: Gunshot Residue Kit

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INTERNAL CHAIN OF CUSTODY AVAILABLE UPON REQUEST

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 Physical - 2679 Palmer Street Missoula, MT 59808
 Ph. 406-728-4970 Fax 406-549-1067

This example submission form includes the required information regarding where certain items were collected, clearly labels the items, includes the necessary reference standard, and adheres to the 3 item limit for sexual assault cases.

Agency: Last Best Place PD
 Detective/Officer: Detective Smith
 Address: 1234 ABC Lane MT 59808
 Phone #: 406-555-5555

Agency Case#: 2024-000123456
 Offense/Offense Date: Sex Assault / 01/2024
 County of Offense: YourCounty MT
 Email - **REQUIRED**: smith@lastbestplacepd.org

Victim/Suspect/Subject Information (please provide FULL NAME)

Additional Resubmittal Lab Case # _____

<input checked="" type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	<u>Jane Doe</u> LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____
<input type="checkbox"/> Vic <input checked="" type="checkbox"/> Sus <input type="checkbox"/> Sub	<u>John Doe</u> LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____

Relevant Case Synopsis/ Additional Information

IMPORTANT INFORMATION TO INCLUDE IN REPORT: Items 2 & 3 were collected from the victim's home. Victim states suspect ejaculated and used victim's t-shirt to clean up.
 Including information on why an item was submitted/how it was used helps us determine which items to analyze first, if the SAEK is negative
 All DNA submissions REQUIRE a police report submitted with the evidence.

Lab Item #	Agency Item #	Description of Evidence - REQUIRED	Requested Exam(s) - REQUIRED
The victim reference standard should be included in the SAEK	1	Jane Doe Sexual Assault Evidence Kit (SAK #000000)	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	2	Jane Doe underwear worn directly after assault	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	3	Jane Doe t-shirt	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	4	John Doe buccal swabs	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
		The suspect reference standard does not count against the limit of 3 items	<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
			<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
			<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
			<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
			<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
			<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR

Chain of Custody			
Received From	Received By	Date	Comments

Requested Exam Codes:

BIO: DNA, Serology
FA: Firearms, Tool Marks, SN Restoration, Distance, Fracture Match
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This example submission form includes the required information regarding where certain items were collected, clearly labels the items, only includes items with probable biological fluid, and adheres to the 2 item limit for property crime cases.

Agency: Last Best Place PD
Detective/Officer: Detective Smith
Address: 1234 ABC Lane MT 59808
Phone #: 406-555-5555

Agency Case#: 2024-000123456
Offense/Offense Date: Theft / 01/2024
County of Offense: YourCounty MT
Email - **REQUIRED**: smith@lastbestplacepd.org

Victim/Suspect/Subject Information (please provide FULL NAME)

Additional Resubmittal Lab Case # _____

<input type="checkbox"/> Vic <input checked="" type="checkbox"/> Sus <input type="checkbox"/> Sub	<u>Unknown *</u> LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____
<input checked="" type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	<u>John Doe</u> LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____

Relevant Case Synopsis/ Additional Information

IMPORTANT INFORMATION TO INCLUDE IN REPORT: Window of vehicle broken to access vehicle, appears to be blood on the window. Victim states that he does not smoke but cigarette butt found in vehicle that victim has no knowledge of.
Make sure to include information that ties the submitted items to the specific incident. Be sure to determine that the submitted items did not belong to the victim.
All DNA submissions REQUIRE a police report submitted with the evidence.

Lab Item #	Agency Item #	Description of Evidence - REQUIRED	Requested Exam(s) - REQUIRED
	1	Cigarette butt found in vehicle	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	2	Swabs of probable blood from broken window	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
			<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
		<i>*it is okay to submit property crime evidence with no reference standards if the suspect is unknown and the submitted items do not belong to/came from the victim</i>	<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
			<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
			<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
			<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
			<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
			<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR

Chain of Custody			
Received From	Received By	Date	Comments

Requested Exam Codes:

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This example submission form includes the required information regarding where certain items were collected, clearly labels the items, only includes items with probable biological fluid, and adheres to the 5 item limit for other crimes against persons cases.

Agency: Last Best Place PD
Detective/Officer: Detective Smith
Address: 1234 ABC Lane MT 59808
Phone #: 406-555-5555

Agency Case#: 2024-000123456
Offense/Offense Date: Robbery / 01/2024
County of Offense: YourCounty MT
Email - **REQUIRED**: smith@lastbestplacepd.org

Victim/Suspect/Subject Information (please provide FULL NAME)

Additional Resubmittal Lab Case # _____

<input type="checkbox"/> Vic <input checked="" type="checkbox"/> Sus <input type="checkbox"/> Sub	<u>Unknown</u> LP Cases Only DOB/SID: _____	<input checked="" type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	<u>Jane Doe</u> LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____
<input checked="" type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	<u>John Doe</u> LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____	<input type="checkbox"/> Vic <input type="checkbox"/> Sus <input type="checkbox"/> Sub	_____ LP Cases Only DOB/SID: _____

Relevant Case Synopsis/ Additional Information

IMPORTANT INFORMATION TO INCLUDE IN REPORT: Suspect broke in and threatened victims with a gun. A gun was found in the alley behind the victim's home along with sunglasses and a hat, the victims stated the suspect was wearing sunglasses and a hat during the incident. Victim's believe suspect may have cut himself and been bleeding. There is clear explanation about where the items came from and how they relate to the incident
All DNA submissions REQUIRE a police report submitted with the evidence.

Lab Item #	Agency Item #	Description of Evidence - REQUIRED	Requested Exam(s) - REQUIRED
Items are clearly labeled, describing where/who they originated from	1	Firearm found outside scene	<input checked="" type="checkbox"/> BIO <input checked="" type="checkbox"/> FA <input checked="" type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	2	Hat left by suspect	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	3	Swabs of possible blood from door knob	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	4	Sunglasses found outside scene	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input checked="" type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	5	Swabs of blood trail leading away from scene	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	6	Jane Doe buccal swabs <u>Reference standards do not count against the total limit of 5 items</u>	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
	7	John Doe buccal swabs <u>Reference standards do not count against the total limit of 5 items</u>	<input checked="" type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
			<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
			<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR
			<input type="checkbox"/> BIO <input type="checkbox"/> FA <input type="checkbox"/> LP <input type="checkbox"/> CHEM <input type="checkbox"/> GSR

Chain of Custody			
Received From	Received By	Date	Comments

Requested Exam Codes:

BIO: DNA, Serology
FA: Firearms, Tool Marks, SN Restoration, Distance, Fracture Match
LP: Latent Prints, AFIS
CHEM: Chemical Analysis
GSR: Gunshot Residue Kit

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INTERNAL CHAIN OF CUSTODY AVAILABLE UPON REQUEST

****CUSTOMER AGREEMENT/CONTRACT**** By submission of this form and the evidence, the submitting agency acknowledges that (1) the evidence will be examined and analyzed in accordance with established laboratory sampling plans and capabilities; utilizing validated methods, instrumentation, and deviations (when applicable); (2) laboratory reports will be formatted in accordance with the laboratory's policies and information not provided per accreditation requirements, will be retained and available upon request. This information is outlined on the DOJ FSD website under "Simplified Reports". As needed, laboratory personnel will contact the submitting agency to clarify requests or obtain additional information to assist in analysis. Biology sample consumption consent refer to <https://dojmt.gov/crime/forms/>.