



Office of Forensic Sciences
Evidence Submission
Biological Evidence Checklist

Case Information

- Is the Offense Type provided?
- Is the **Investigator's contact information** included in the Brief History?
If not, was the agency phone number updated or confirmed to be current?
- Does the Comments/Brief History contain detailed information linking the evidence to the crime/perpetrator?
If submitting a Scene item, is the reason to assume it was left by perpetrator included?
- If the Scene is a Vehicle, are the registered owner and primary driver(s) included in the Brief History?
Is it also noted if the vehicle was stolen, and whether or not the suspect was apprehended near/fleeing from the vehicle?
- If the Scene is a Residence, are the primary occupants included in the Brief History?
- If submitting additional evidence, is the original submitting agency case number and/or Laboratory number included in the Brief History?

Name Information

- Are the names of the Victim(s) and/or Suspect(s) provided?

Item Information

- If the case is a non-property crime (i.e. Sexual Assault, Aggravated Assault, or Homicide), was the Victim's buccal reference submitted?
- Are the Agency item number(s) entered as they appear on the actual evidence?
- Is a source code (Scene, Victim or Suspect) attributed to each item of evidence? If multiple Scenes, were they delineated and defined?
- Are the Item Descriptions sufficient enough to distinguish items?
- Is the collection location included in the Item Description or Brief History?
- Was the correct Item Type selected? **CRIM38** Biological Unknown, **CRIM39** Biological Known (Buccal Reference/FTA Card)

Evidence Packaging

- Is the evidence properly packaged and sealed so its contents cannot escape?
- Are investigator's initials or unique identifier across the seal?

Refer to the NJSP Evidence Field Manual: http://inet.njsp.org/pdf/forensics/013014_evidencefieldmanual.pdf

The Office of Forensic Sciences strives to provide timely, accurate and quality service to our agencies. The above information is needed for the Laboratory to process your case and determine CODIS eligibility. Please contact the Laboratory with any questions.