

DNA Casework Unit Sample Submission Information

DNA testing involves the consumption of a part or the whole of the evidence submitted in order to obtain the necessary amount of DNA needed to determine a DNA profile. Samples that are of limited size or amount that are submitted for DNA analysis may be completely consumed in the testing process.

This completed and included sheet documents permission to consume any and/or all items submitted for DNA analysis.

Name of DNA Unit Point of Contact :

Date of Contact: ___/___/___

Name and Agency of Individual Submitting case:

Telephone Number:

The following signature acknowledges that I have read the above information and hereby grant permission to consume any and/or all items submitted for DNA Analysis.

Signature/Date: _____

Samples must be sent via a traceable carrier (FedEx or U.S.P.S. registered mail) addressed to:

**FBI Laboratory
Evidence Control
2501 Investigation Parkway
Quantico, VA 22135**

Include the following information on a request letter:

- The submitting contact person's name, agency, address, and telephone number.
- Previous case-identification numbers, evidence submissions, and communications relating to the case.
- Description of the nature and the basic facts of the case as they pertain to evidence examinations.
- The name(s) of and descriptive data about the individual(s) involved (subject, suspect, victim, or a combination of those categories) and the agency-assigned case-identification number.
- The name of the prosecutor assigned, if available.
- A list of the evidence being submitted.
- What type(s) of examination(s) is/are requested.
- Where the evidence should be returned and where the Laboratory report should be sent. A street address must be included.
- A statement if the evidence was previously examined, if there is local controversy, or if other law enforcement agencies have an interest in the case.

Please contact (703) 632-8446 for any questions regarding DNA analysis.