

Request for Examination of Physical Evidence Instructions

IF INSTRUCTIONS ARE NOT FOLLOWED, EVIDENCE MAY BE RETURNED

1. If the status of this case changes in any manner (i.e. case closed), please **NOTIFY THE LABORATORY IMMEDIATELY** via **FA Web**.
2. **Hand delivery** is the **preferred** method for evidence submission followed by **Courier Mail** or **Registered Mail**.
3. Completed **FA Web pre-log printouts AND ANY ADDITIONAL REQUIRED FORMS OR LETTERS** must be in an envelope attached to the **OUTSIDE** of the mailing package. **MAIL ONLY ONE CASE PER MAILING PACKAGE**. Make a copy of the printout for your records.
4. **PACKAGING REQUIREMENTS:**
 - **ALL CONTAINERS MUST BE SEALED. 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 **Policy and Procedure for Evidence Submissions** available online in the FA Web Portal. If there are still unanswered questions, please contact the appropriate laboratory personnel.
 - **DO NOT MARK THE OUTSIDE OF EVIDENCE ENVELOPES/PACKAGES WITH WORDS SUCH AS DRUGS, FIREARMS, ETC.**
 - All glass containers (ESPECIALLY TUBES OF BLOOD) must be adequately protected against breakage and leakage (e.g., padding and plastic bags).
 - 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.
 - Sharp metal objects or glass objects (e.g., knives, glass, razor blades, crack pipes, etc.) must be secured to heavy cardboard with ends protected.
 - Green plant material and/or any wet evidence (e.g., clothing) should be dried out and submitted in **PAPER** bags (NOT PLASTIC).
5. Complete the following part(s) of the submission form for evidence being submitted for the designated examinations:

Only Part A: for Drug, Toxicology, or Latent Evidence Parts A and B: for Poison & Tampering, Trace Evidence, or Firearms	Parts A, B, and C: for Body Fluid/DNA Evidence Parts A, B, & D: for Hair & Fiber Evidence Parts A, B, C and D: for Hair, Fiber, and Body Fluid/DNA Evidence
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6. For **DIGITAL EVIDENCE**, the Computer Forensics Supplement must be submitted in addition to the search warrant, court order, or consent form.
7. **DRUG EVIDENCE SUBMISSION REQUIREMENTS:**
 - Drug evidence seized from different people on the same occasion or the same person on different occasions must be submitted separately.
 - Prior to submission, you **MUST** separate drugs from containers to be processed for latent prints.
 - The number of dosage units or packages of each type of controlled substance should be noted in the item description (e.g., two red tablets, five plastic bags of white powder, etc.).
8. **FIREARMS SUBMISSIONS REQUIREMENTS:**
 - 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.
9. **HAIR EVIDENCE SUBMISSION REQUIREMENTS:**
 - Cases will be accepted only when proper standards are submitted from **ALL** victims and suspects.
 - Hair evidence will be accepted only after it has been removed from large, bulky items (e.g., clothing and bedding, etc.).
 - Hair evidence will be accepted only in cases in which the hair is a vital part of the evidence.
10. **LATENT EVIDENCE SUBMISSION REQUIREMENTS:**
 - 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.
 - Elimination inked impressions are required in all simple, property type cases submitted for latent print analysis.

SUBMIT THE EVIDENCE TO THE NEAREST LABORATORY:

North Carolina State Crime Laboratory
9052 Mail Service Center
Raleigh, NC 27699

Triad Regional Laboratory
Guilford Building
2306 West Meadowview Road, Suite 110
Greensboro, North Carolina 27407

Western Regional Laboratory
P.O. Box 528
Edneyville, North Carolina 28727

State Courier #: Mail Service Center 9052

Commercial deliveries only, use:
121 East Tryon Road
Raleigh, North Carolina 27603
Attention Evidence Control

Phone: (919) 582-8756

The above address is to be used for all
mail and commercial deliveries.

State Courier #: 02-18-57

Phone: (336) 315-4900

State Courier #: 06-90-01

Commercial deliveries only, use:
300 St. Pauls Road
Hendersonville, North Carolina 28792

Phone (828) 654-0525

All DNA Database sample collection kits must be submitted to 9055 Mail Service Center Raleigh, NC 27699