

Instructions:

DO NOT SEND HARD COPIES TO THE LAB!

- Please fill out one request for each complaint number. Once completed email this form as an attachment to LabRequests@cmpd.org Use the **complaint number** and **required Lab sections** as the subject of the email.
- Click [HERE](#) for online help in filling out this form .
- Attach a copy to your KBCOPS report for discovery purposes.
- Only the INVESTIGATING OFFICER should make the request for laboratory analysis. (Directive 700-006)
- Pressing F1 in almost any field will bring up a help screen for that field.

Failure to fill out this form completely may result in rejection of this request and will result in significant delays to evidence analysis!

| | | | | |
|--|----------------------------------|--------|---|-----------------------------------|
| 1. Type of Case waahoo | | | | |
| 2. Offense Classification <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other - | | | | Laboratory Number: (Lab use only) |
| 3. Investigating Officer | | Code # | 4. Investigating Officer's Agency | |
| 5. Investigating Officer's CMPD email address | | | 6. Investigating Officer's Phone Number | |
| 7. Location of Offense | | | | |
| VICTIM INFORMATION (or injured party for DWI cases) | | | | |
| 8. Victim name | <input type="checkbox"/> None | Race | Sex | Address |
| 9. Victim name | <input type="checkbox"/> None | Race | Sex | Address |
| SUSPECT/SUBJECT INFORMATION | | | | |
| 10. Suspect/Subject Name | <input type="checkbox"/> Unknown | Race | Sex | Address / SID # |
| 11. Suspect/Subject Name | <input type="checkbox"/> Unknown | Race | Sex | Address / SID # |
| 12. *** REQUIRED *** NARRATIVE OF THE EVENTS OF THE CASE or Attach KBCOPS incident report | | | | |
| 13. *** REQUIRED *** What do you want to learn from this analysis? | | | | |

Check Boxes below for each examination type requested:

Questioned Documents Section (QD) – For answers to FAQ and Submission Information click the link below

- | | |
|---|---|
| <input type="checkbox"/> Handwriting & Hand Printing Examination <input type="checkbox"/> Typewriting and Other Machine Impression <input type="checkbox"/> Photocopier & Other Office Machine System <input type="checkbox"/> Indented Writing Examination <input type="checkbox"/> Rubber Stamp Examination | <input type="checkbox"/> Altered, Obliterated & Charred Documents Examination <input type="checkbox"/> Counterfeit Document Examination <input type="checkbox"/> Physical Match Examination <input type="checkbox"/> Ink and Paper Examination <input type="checkbox"/> Adhesive Tape Examination |
|---|---|

Chemistry Section (CH)

Check only ONE box below

- | | |
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| <input type="checkbox"/> Drug Identification (Controlled Substances) | <input type="checkbox"/> Fire Debris Analysis |
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For DWI Check only ONE box below

- Blood Alcohol Concentration (BAC) - CMPD Lab
 Drugs / Toxicology (Sent to NC State Crime Lab for analysis)

Did this incident involve a fatality? Yes No

| | | |
|------------------|--------------|-------------------|
| Date(mm/dd/yyyy) | Complaint #: | Laboratory Number |
|------------------|--------------|-------------------|

DNA & Serology Unit (DNA) – For answers to FAQ and Submission Information click the link below:

If the evidence submitted is a firearm, see section below.

- DNA / Serology Analysis
- DNA Touch Item Case

Trace Evidence

[Click HERE for State request form and more information](#)

All trace evidence requests including Gunshot Residue Analysis, Fiber Analysis, Lamp Examination, Hair Comparisons, Glass Analysis, and Paint Analysis will be sent to the NC State Crime Lab for analysis. Click the link above. The form is at the bottom of that page. Please contact the Crime Lab (336-2316) if you have questions.

Latent Fingerprint Section (FP) – For answers to FAQ or submission Information click the link below:

[Click HERE for Latent Fingerprint Section information](#)

Note: Any item that has been handled with ungloved hands will NOT be accepted for Latent Fingerprint analysis!

If the evidence submitted includes a firearm, see below.

- | | |
|---|--|
| <input type="checkbox"/> Latent Print Processing / Development | <input type="checkbox"/> Ten Print Comparison / Identification |
| <input type="checkbox"/> Latent Print Comparison / Identification | <input type="checkbox"/> Major Case Prints |
| <input type="checkbox"/> Post Mortem Identification | |

For Firearm Submitted for Latent Print or DNA Processing

Firearm Recovered from? Suspect's Person Suspect's Residence Suspect's Vehicle Other (list)

Firearms & Tool Marks Section (FA) – For answers to FAQ and Submission Information click the link below:

Firearms will only be test fired only if you are submitting something to compare, if operability is an element of the crime or if the firearm fits the IBIS entry parameters listed below. Operability is not an element of CCW or Possession of a firearm by a felon.

Firearms Examination Types Explained: [Click Here for a description of services provided by the Firearms Section](#)

- | | |
|--|--|
| <input type="checkbox"/> Basic Firearm Examination (make, model, operability) <ul style="list-style-type: none"> <input type="checkbox"/> Restore Obliterated Serial Number <input type="checkbox"/> Determine if the Barrel/Overall Length of Firearm is Legal <input type="checkbox"/> Examine, Identify and/or Compare Fired Evidence | Other Examinations <ul style="list-style-type: none"> <input type="checkbox"/> Range Determination (Requires firearm, clothing & ammo) <input type="checkbox"/> Toolmark Comparison (Requires both tools <u>and</u> toolmarks) <input type="checkbox"/> Physical Fit / Physical Match <input type="checkbox"/> Footwear / Tire / Print / Impression Comparison (Officer should request shoeprint photos from CSS) |
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Note: All items to be compared must be submitted to the Lab or a significant delay will result.

If there is evidence from a **different** case that needs to be compared to this evidence, list KBCOPS case number here:

Open File – IBIS

All evidence bullets and cartridge cases that are submitted to the Laboratory and [that meet the IBIS caliber parameters](#) will be included in the Open File as long as they are suitable (e.g., they have sufficient markings and are not too damaged).

All pistols in 380 Auto, 9mm Luger, 40 S&W and 45 Auto, 357 Sig and 10mm Auto calibers; revolvers in 38 Special and 357 Magnum calibers; and rifles in 223 Rem, 30 Carbine and 7.62x39mm Russ calibers that are submitted to the Laboratory will be entered in the IBIS. Revolvers and pistols that are not of the above listed calibers will only be test fired if they are linked with a specifically identifiable violent crime. Shotguns, other rifle calibers and 22 caliber firearms are not entered in the IBIS.



List the items you want examined in the table below
Click the boxes on the right for the Lab section that you want to examine each item

| Date(mm/dd/yyyy) | | Complaint #: | Laboratory Number |
|------------------|-------------|------------------|--|
| CONTROL NUMBER | ITEM NUMBER | ITEM DESCRIPTION | SECTION(S) TO EXAMINE ITEM |
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