

## 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.