

Evidence Receiving Addendum to the Request for Analysis Form (RFA)
One Form Per Case

Agency: _____

Agency Case Number: _____

Date of Submission: _____

Evidence and RFA submitted to Locker #: _____

Delivering Officer: _____

Print

Delivering Officer: _____

Signature

Delivering Officer Email: _____

Delivering Officer Phone: _____

Please remember to return your key into the clear box on the door if using foyer lockers.

Agencies submitting evidence to the Division of Scientific Services for specific analysis agree to allow the Division to determine the appropriate methodology for the evidence submitted and agree to the use of either handwritten or electronic signatures on Division reports. Agencies also agree to a simplified report where the dates of performance of laboratory activity will not be on the reports but available upon request. Descriptions of analyses offered by the Division are detailed on our website. If the Division needs to deviate from standard test methodologies you or your agency will be contacted prior to the analysis being performed. The Division reserves the right to use contract laboratories to perform case analysis as needed. This contract serves to inform you as the client of this potential event. In the event a contract laboratory is used the name and address of the contract laboratory will be stated on the laboratory report to the submitting agency. Any concerns or specific requests about the required testing can be discussed with the section Deputy Director or Director prior to case analysis.