Latent Print Laboratory

Evidence Submission Form

SABIS CASE # _____

The Latent Print Laboratory at the Monroe County Sheriff's Office (MCSO) will consider this form as confirmation of a contract once the evidence is accepted as adequate for analysis by the laboratory. If there are any changes to this contract, the submitting agency will be notified. When submitted latent print evidence is deemed suitable to make a comparison, the MCSO Latent Print Laboratory will utilize all available databases using the ACE-V methodology. **Evidence that requires DNA testing after completion of latent print comparisons should not be submitted to Latent Print Laboratory. The laboratory is not equipped to handle such evidence.**

Submitting Agency: _____ **Agency Address:** _____

Victim or Place: _____ **Crime Address:** _____

Crime: _____ **Date of Crime:** _____

Agency Case #: _____ **Agency Contact:** _____
(name, email/phone)

LPL Item Number	Evidence ID	Type of surface or Description of object	Powder color or chemical type	**LPL Item Number**	Evidence ID	Type of surface or description of object	Powder color or chemical type

Brief description of crime:

Persons of Interest	**IF KNOWN**				
Name	**NYSID #**	**Date of Birth**	**Age**	**Sex**	**Race**

SABIS CASE # _____

ELIMINATION PRINTS SUBMITTED	IF KNOWN			
Name	**NYSID #**	**Date of Birth**	**Sex**	**Race**

MISCELLANEOUS INFORMATION:

Submitted by: _____

Title / Name (PRINT) Signature Date, Time

(_____) _____

Telephone / Extension Email Address

Examples of properly sealed evidence can be found on the DCJS website under Best Practices

Please forward this form with properly sealed evidence to:

Monroe County Sheriff's Office
SABIS/Latent Print Laboratory, 4th Floor
130 South Plymouth Avenue
Rochester, NY 14614

Email questions to: LatentPrints@monroecounty.gov

**********MCSO USE ONLY ********** Evidence Properly Sealed _____YES _____NO

Case received by: _____ Date: _____ Time: _____

Via: _____Mail _____Drop box _____In-person from _____

_____ digital shared drive PRINT NAME & TITLE