



Department of Financial Services

Division of Investigative and Forensic Services – Bureau of Forensic Services.
 38 Academy Drive, Havana, FL 32333, Phone: 850-539-2700, Fax: 850-539-9662

EVIDENCE SUBMISSION FORM							
Please complete all relevant blank areas.							
Submission of evidence relinquishes all decisions regarding analytical processing and choice of methods to BFS							
<input type="checkbox"/>	New Case	<input type="checkbox"/>	Suspect Homicide	<input type="checkbox"/>	Special Testing (explain in Remarks)	BFS (Lab) Assigned #	
<input type="checkbox"/>	Additional Evidence	<input type="checkbox"/>	Fatality	<input type="checkbox"/>	RUSH Request (explain in Remarks)	Your Agency Case #	
Submitting Agent:						Email	
Agency Name:						Tel. #	
Agency Address:						Cell. #	
Property Owner or Occupant:							
Incident Address:							
Nature of Incident (Please describe):					Incident date:		
List of Laboratory Tests (Choose one of the letter codes below to be put into the "Test Requested" column:							
<i>(A)</i>	<i>Determine presence/identity of ignitable liquids</i>			<i>(V)</i>	<i>Video/Digital Analysis</i>		
<i>(E/I)</i>	<i>Explosives/Incendiaries</i>			<i>(CRB)</i>	<i>Chemical Reaction Bomb Determination</i>		
<i>(HO)</i>	<i>Hold only - No test requested</i>			<i>(C)</i>	<i>Comparison Sample</i>		
<i>(CL)</i>	<i>Unidentified Chemicals/Clandestine Lab (no drugs)</i>			<i>(O)</i>	<i>Other requests - Explain in remarks section</i>		
	List of evidence submitted (Container, content, location collected):						Test Requested
1.							
2.							
3.							
4.							
5.							
6.							
Chain of Custody (Indicate who had possession, to whom or where it was transferred, and when it was done):							
	<u>Print Agent Name</u>	<u>Agent Signature</u>			<u>Transfer</u>	<u>Date and Time</u>	
1.							
2.							
3.							
4.							
5.							
REMARKS (any specific precautions or notes concerning the evidence?):							
For BFS Use Only:		Received via:			Returned Via:		

This controlled document was approved and issued in accordance with the document management provisions established in the Bureau of Forensic Services Quality System.

DFS-K1-1096 Rev 11/01/2018
 Incorporated in Rule 69D-5.001, F.A.C.



AN AMERICAN ASSOCIATION FOR LABORATORY ACCREDITATION accredited TESTING Laboratory,
 meeting ISO 17025 and A2LA requirements (SINCE February 9, 2017 in the subdisciplines of Fire Debris Analysis,
 Low Explosives, and Analysis of Unknowns Chemicals from Clandestine Laboratories)



AN ASCLD/LAB-International ACCREDITED TESTING LABORATORY