



**CRIME LABORATORY  
REQUEST FOR LABORATORY EXAMINATION**

CRIME LAB BARCODE HERE  
FOR LAB USE ONLY

For evidence submission guidelines, refer to the  
[Forensic Services Guide](#)

PRIMARY AGENCY CASE NUMBER		RELATED AGENCY CASE NUMBER(S)				
HAS OTHER EVIDENCE IN THIS CASE BEEN PREVIOUSLY SUBMITTED TO A WSP CRIME LAB? <input type="checkbox"/> YES <input type="checkbox"/> NO		OFFENSE/REQUEST CATEGORY		OFFENSE DATE		
SUSPECT(S) – LAST, FIRST, MI		SID #	DOB	VICTIM(S) – LAST, FIRST, MI		DOB
1				1		
2				2		
3				3		
4				4		
<input type="checkbox"/> INVESTIGATING OFFICER/DETECTIVE		<input type="checkbox"/> RUSH:		TRIAL DATE		
NAME (LAST, FIRST)		RANK/POS	BADGE #	E-MAIL ADDRESSES		PHONE
AGENCY		STREET ADDRESS			CITY	ZIP CODE
Evidence Item # (Prioritized)	Item Description		Exam Codes		Special Instructions/Requested Exam Explained	
<b>The DNA <a href="#">Supplemental form</a> with incident summary is required upon initial submission, and the <a href="#">Consumption form</a> as needed. For Sexual Assault Submissions with no charged individual and Property Crimes, written consumption permission must be submitted with the RFLE.</b>						
SUBMITTED BY (LAST, FIRST, MI)		SIGNATURE			DATE	TIME
SUBMITTAL METHOD:			TRACKING NUMBER:			
			TRACKING NUMBER:			
<b>FOR LAB USE ONLY</b>						
RECEIVED BY (PRINT NAME—LAST , FIRST)		SIGNATURE			DATE	TIME
Item(s) being released/returned:						
RELEASED BY (LAST, FIRST, MI)		SIGNATURE			DATE	TIME
RELEASED TO: (LAST, FIRST, MI)		SIGNATURE or TRACKING NUMBER			DATE	TIME

**NOTE:** Signing the Request for Laboratory Examination constitutes written agreement between the Washington State Patrol Crime Laboratory Division (CLD) and the submitting agency, subject to, but not limited to, the Terms and Conditions.



## REQUEST FOR LABORATORY EXAMINATION -- INSTRUCTIONS

### WSP CRIME LABORATORY LOCATIONS

#### Olympia Laboratory

3310 Capitol Blvd  
PO Box 42608  
Olympia WA 98504-2608  
(360) 596-4525  
FAX (360) 596-4470

#### Spokane Crime Laboratory

580 W 7<sup>th</sup> St  
Cheney WA 99004  
(509) 625-5401  
FAX (509) 625-5440

#### Vancouver Crime Laboratory

1401 Kauffman Ave  
Vancouver WA 98660-2752  
(360) 993-3800  
FAX (360) 993-3899

#### Marysville Crime Laboratory

2700 116th St NE, Ste P  
Tulalip WA 98271-9425  
(360) 654-1201  
FAX (360) 654-1213

#### Tacoma Crime Laboratory

2502 112th St E, Room 273  
Tacoma WA 98445-5104  
(253) 538-3207  
FAX (253) 538-3275

#### High Tech Crime Unit

106 11th Ave SW, Ste 4100  
Olympia WA 98501  
(360) 704-4242  
FAX (360) 704-2973

#### Seattle Crime Laboratory

2203 Airport Way S, Ste 250  
Seattle WA 98134-2045  
(206) 262-6020  
FAX (206) 262-6033

#### **Crime Scene Response Team**

(253) 255-3064

For SAK DNA evidence, please use the [REQUEST FOR LABORATORY EXAMINATION SEXUAL ASSAULT KIT SUBMISSION-DNA form](#)

If you have any questions regarding the use of this form, the proper submittal of evidence, or the types of examinations possible, please call the laboratory serving your area. **Please complete the form electronically.**

When submitting evidence, clearly identify the agency case number and item number on each evidence package and use these exact numbers on the form.

<b>NON-SAK DNA EVIDENCE</b>	Please complete the <a href="#">DNA Case Supplemental Information form</a> (required for first-time submissions only) and the <a href="#">Authorization for Consumption of DNA Evidence form</a> (as applicable). For additional information, please reference the <a href="#">Forensic Services Guide</a> .
<b>PRIMARY AGENCY CASE NUMBER (ACN)</b>	Enter the number your agency uses to track the case.
<b>RELATED AGENCY CASE NUMBER(S)</b>	Enter any related agency case number(s). Use the "Special Instructions/Requested Examination Explained" space to explain relationship or record additional ACNs.
<b>VICTIM(S)</b>	Also use this space for elimination prints and DNA elimination samples.
<b>INVESTIGATING OFFICER/DETECTIVE</b>	The primary investigator or person listed as the agency representative on the analytical report and to whom the report will normally be delivered. Can be different from submitter. If the report should be delivered to another person, describe delivery instructions in the "Special Instructions/Requested Examination Explained" section.
<b>EVIDENCE ITEM #</b>	The unique individual tracking number your agency uses to identify the item. This number must match the number on the evidence item.
<b>ITEM DESCRIPTION</b>	Brief description of each item (e.g., "packet of white powder," "blue jeans from John Doe," etc.).
<b>EXAM CODES</b>	This is a guide for possible types of examinations and consists of a letter designation for the general type or functional area of examination requested. These codes are listed on page 3.
<b>NOTE:</b> If the general type for the examination you are requesting is unknown or unlisted, use "OTH" (for other) and enter the examination you need in the "Special Instructions/Requested Examination Explained" field.	
<b>SPECIAL INSTRUCTIONS/REQUESTED EXAMINATION EXPLAINED</b>	List the specific examination being requested and convey information that would be pertinent to the examination requested. If marked a rush, please include justification (i.e., court date, imminent public safety concern, etc.).
<b>SUBMITTED BY</b>	Completed by the agency representative who personally delivers or ships the evidence to the lab.



## REQUEST FOR LABORATORY EXAMINATION (RFLE) – TERMS AND CONDITIONS

---

1. Prior to the start of evidence testing, Crime Laboratory Division (CLD) personnel will review the evidence and case information against the services requested on the RFLE to confirm that the CLD has the appropriate capabilities and resources to perform the services requested. If the laboratory is unable to satisfy the request, CLD staff will notify the submitting official that the request cannot be completed, with an explanation. Differences between the requested services and the services that the CLD can provide will be resolved before any work commences. Refer to the [Forensic Services Guide](#) for detailed evidence submission guidelines and policies.
2. Reported opinions and interpretations are based on the results obtained from the tested item. Conclusions will be released in accordance with the CLD Quality Operations Manual. This includes, where applicable, a technical review being completed prior to releasing written or verbal results.
3. All evidence items received by the Crime Laboratory will be returned to the submitting agency unless otherwise indicated in a crime laboratory report.
4. Each laboratory report, so titled, will have at least the following information (if applicable and available):
  - a. Name and address of the laboratory, and the location where testing was carried out, if different from the address of the laboratory
  - b. Lab number unique to this report and the associated request number(s)
  - c. Name of the submitting agency and name of the submitting official (additional contact information not reported)
  - d. Submitting agency case number
  - e. Suspect and victim names
  - f. Methods used, and if applicable, any additions to, deviations, or exclusions from the method
  - g. Any information needed for interpretation of test results
  - h. Description of evidence items
  - i. Results and Interpretations or Conclusions of testing (results relate only to the items tested)
  - j. Identification of the person(s) authorizing the report with date of issue
5. Laboratory reports do not include the date of receipt of the evidence items nor date of testing which can readily be made available upon request. The laboratory testing date falls within the timeframe of when the evidence is received and the date on the issued laboratory report.
6. Initial IBIS/NIBIN database entry of evidence cartridge cases submitted only for inclusion in the database will be reported by affixing a label to the signed RFLE which documents the item(s) entered, identification of the person performing the database entry, and date of entry. The label affixed to the RFLE serves as the report of database entry and a copy will be returned to the submitting agency. These reports do not contain the name and address of the laboratory or location where the entry was performed, date of issue, and methods used, all of which can readily be made available. Items listed on the RFLE that were not examined are not documented on the label.

Questions or comments about any services provided can be brought to the laboratory manager or supervisor in the submitting agency's service area. Contact information is available on Page 1 of the Request for Laboratory Examination or on the [WSP website](#).

**IMPORTANT NOTE:** Signing the Request for Laboratory Examination constitutes written agreement between the Washington State Patrol Crime Laboratory Division (CLD) and the submitting agency, subject to, but not limited to, the Terms and Conditions above.

Exam Codes	Common Examinations/Special Instructions
<b>CHE</b>	<b>Chemical Analysis</b> <ul style="list-style-type: none"> <li>• General chemical analysis</li> <li>• Explosive analysis</li> <li>• Ignitable liquid</li> <li>• Solid incendiary analysis</li> </ul>
<b>CLA</b>	<b>Clandestine Lab Analysis</b> <ul style="list-style-type: none"> <li>• Clandestine drug analysis</li> <li>• Determination of synthesis route</li> <li>• Precursor analysis</li> </ul>
<b>CON</b>	<b>Controlled Substances</b> <ul style="list-style-type: none"> <li>• Seized drugs</li> </ul>
<b>CSR</b>	<b>Crime Scene Response Team</b> <ul style="list-style-type: none"> <li>• Bloodstain pattern analysis</li> <li>• Crime scene reconstruction</li> <li>• Evidence recovery</li> </ul>
<b>DFE</b>	<b>Digital Forensic Examination</b> <ul style="list-style-type: none"> <li>• Desktops, Laptops, &amp; Tablets</li> <li>• Digital Video Recorders (DVRs)</li> <li>• Mobile Communication Devices</li> <li>• Fixed &amp; Portable Digital Storage Devices</li> </ul>
<b>DNA</b>	<b>DNA</b> <ul style="list-style-type: none"> <li>• Body fluid identification</li> <li>• DNA typing</li> <li>• Male DNA typing (Y-STR)</li> </ul>
<b>F/T</b>	<b>Firearms &amp; Toolmark</b> <ul style="list-style-type: none"> <li>• Bullet comparison</li> <li>• Cartridge case comparison</li> <li>• Firing distance determination</li> <li>• NIBIN</li> <li>• Serial number restoration</li> <li>• Toolmark comparison</li> </ul>
<b>LAT</b>	<b>Latent Print</b> <ul style="list-style-type: none"> <li>• ABIS search</li> <li>• NGI (FBI database)</li> <li>• Latent print processing</li> <li>• Latent print comparison</li> </ul>
<b>MIC</b>	<b>Microanalysis</b> <ul style="list-style-type: none"> <li>• Analysis or comparisons of trace materials (fibers, paints, polymers, glass, tapes)</li> <li>• Physical match analysis</li> <li>• Lamp filament exam</li> <li>• SICAR</li> </ul>
<b>OTH</b>	<b>Other</b>
<b>QD</b>	<b>Questioned Document</b> <ul style="list-style-type: none"> <li>• Altered document analysis</li> <li>• Handwriting comparison</li> <li>• Indented writing examination</li> <li>• Typewriter/printer/copier comparison</li> </ul>