



Hennepin County Sheriff's Office Forensic Science Laboratory

531 Park Avenue South Minneapolis, Minnesota 55415 612-596-7010



Request for Laboratory Examination

The Request for Laboratory Examination form must be completed for all evidence submissions. This form is designed to assist the laboratory in expediting the examination and testing of the submitted evidence by ensuring that all of the necessary information regarding the case has been provided.

The form should be filled out as completely as possible (**Please print legibly**). Incorrect or incomplete information on the form may delay the processing of evidence.

Submitting Agency:	Agency Case #:	Offense Type:	Offense Date:
Offense Address:		Offense City:	
Investigating Officer:		Investigating Officer E-Mail Address:	
Investigating Officer Direct Telephone #:		LIMS Entry By:	Laboratory Case #:

Other Evidence related to this case has previously been submitted to the laboratory.

Existing Laboratory Case #:

List all **Principals** involved in the incident below.

Last:			First:			Middle:		
Suspect	Other	Sex:	SID #:	FBI #:		DOB:		
Victim	Alias							
Last:			First:			Middle:		
Suspect	Other	Sex:	SID #:	FBI #:		DOB:		
Victim	Alias							
Last:			First:			Middle:		
Suspect	Other	Sex:	SID #:	FBI #:		DOB:		
Victim	Alias							
Last:			First:			Middle:		
Suspect	Other	Sex:	SID #:	FBI #:		DOB:		
Victim	Alias							

Business Name (if applicable):

Rush Case Request: All rush requests require Laboratory Supervisor approval. Please contact Teddy Annang (DNA), Melissa Hummel (Firearms and Latent Prints) or Captain Steve Labatt (Director) for rush approvals. The laboratory will consider rush requests under certain circumstances such as pending court date, exigent circumstances, etc.. Please attach a copy of written approval to this form.

Copy of Written Approval Supplied

Relevant Case Information and/or Special Instructions:

