

**Office of Forensic Sciences - Evidence Submission  
Biological Evidence Checklist**



**ALL** Biological Evidence requires **pre-submission approval**. Send completed LIMS Evidence Submission Review PDFs to [OFSForensicBiology@njsp.org](mailto:OFSForensicBiology@njsp.org). Please contact the Central/DNA Laboratory with questions 609-584-5054.

*The Office of Forensic Sciences strives to provide timely, accurate, and quality services to our agencies.  
The following information is needed for the laboratory to process your case and determine CODIS eligibility.*

**Case Information Required**

- Offense Type
- Current investigator's name and contact information/agency phone number
- Detailed case information in Comments/Brief History linking evidence to the crime/perpetrator; for Scene item(s) the reason why item(s) is/are believed to be left by the perpetrator
- If the Scene is a Vehicle, registered owner (R/O) and primary driver(s) name(s) in the Comments/Brief History; indicate if vehicle was stolen, and/or if the suspect(s) was/were apprehended near or fleeing from the vehicle
- If the Scene is a Residence, name(s) of the primary occupants included in the Comments/Brief History
- If the case is a Personal Crime (i.e., Sexual Assault, Aggravated Assault, Homicide) the Victim(s) DNA reference(s) **must** be submitted
- Submit/request proper DNA reference(s) based on the case scenario. Stolen vehicles recovered within 24 hours **require** elimination reference(s) from owner/operator(s) of vehicle. Contact the laboratory if unsure which DNA references, including DNA elimination reference(s), are needed
- If submitting Additional Evidence (including DNA references), pre-log case under the **original** submitting agency case number and submit under **original** laboratory case number. For linked submissions with different laboratory case numbers, provide all cross-referenced laboratory case numbers in the Comments/Brief History

**Name Information Required**

- Names and birthdates of the Victim(s) and/or Suspect(s). Note: Victim name(s) can be a person or place of business

**Item Information Required**

- Enter agency item number(s) as they appear on the actual evidence
- Attribute source code (Scene, Victim, or Suspect) to each item of evidence. If multiple Scenes, specify different locations in the Comments/Brief History and delineate as (SC1), (SC2), etc.
- Item Descriptions need to sufficiently distinguish items
- Use the following Item Types: **CRIM38** Biological Specimens(s) - Questioned, **CRIM39** DNA Reference - (Buccal/FTA Card), or **CRIM41** Sexual Assault Evidence Collection Kit

**Evidence Packaging Requirements**

- Breathable** evidence packaging (i.e., paper bag, envelope); adequate seals so contents cannot escape; investigator's initials or unique identifier across all seal(s)
- Contact the Laboratory for special packaging instructions concerning items such as vape pens and items containing liquids

Evidence Field Manual and OFS Gun Swab Policy links: <https://www.njsp.org/division/investigations/forensic-sciences.shtml>