

**Instructions for Completing the *Non-DPS*
Agency Request for Scientific Examination
(Form DPS 802-01550)**

Form must be filled out COMPLETELY for evidence acceptance

1. DPS department record number (DPS DR#) obtained from DPS Evidence units.
2. Full name of Submitting Agency.
Avoid abbreviations as numerous agencies have the same initials.
3. Submitting Agency Case number.
In the same format as used to request DPS DR#. MUST match Agency Case number on packages.
4. Total number of pages involved in the submission. Only needed when using Evidence Continuation Form (802-01555) for additional evidence which does not fit on form 802-01550.
5. Case officer responsible for investigation. First name/initial and last name. Do not put custodian/courier name.
6. Identification/badge number of case officer.
7. DIRECT CONTACT telephone number of case officer.
DO NOT USE GENERAL AGENCY NUMBER.
8. Email address of case officer.
REQUIRED for case communication by Crime Lab.
9. Use this section to communicate additional case information to the Crime Lab (Court dates, related cases, RAPID-HIT Case, etc.)
10. Full name (Last, First, Middle) of any individuals associated to the case.
11. Describe charges (e.g., theft, DUI, homicide, etc.) and Arizona Revised Statutes code, if known.
12. Date of birth (mm/dd/yy) of any individuals associated to the case.
13. Manner in which individual is associated to the case.
S=Suspect
V=Victim
O=Other (Consensual Partner, Elimination Sample, Etc.)
14. Unique identifier for each individual item of evidence. (Numbers should be those assigned during investigation; renumbering is not necessary. Do **NOT** use the same identifier on two separate items of evidence.)
15. Describe each item in detail. An item constitutes one article or a number of identical articles.
16. Check the box corresponding to each type of lab analysis being requested for each item.
Analysis Key is below the last line of the section.
17. Check the box corresponding to the individual directly related to the item (if applicable).
18. Check to indicate if items have been scientifically examined by any other agency. If YES, explain.
19. **DO NOT USE – FILLED OUT BY P&E CUSTODIAN ACCEPTING EVIDENCE.**
20. **DO NOT USE – FILLED OUT BY P&E CUSTODIAN ACCEPTING EVIDENCE.**
21. Name of person submitting evidence to laboratory.
22. Identification/badge number of person submitting evidence to laboratory.
23. **DO NOT USE – FILLED OUT BY P&E CUSTODIAN ACCEPTING EVIDENCE.**
24. **DO NOT USE – FILLED OUT BY P&E CUSTODIAN ACCEPTING EVIDENCE.**
25. **DO NOT USE – FILLED OUT BY P&E CUSTODIAN ACCEPTING EVIDENCE.**
26. **DO NOT USE – FILLED OUT BY P&E CUSTODIAN ACCEPTING EVIDENCE.**