

**Instructions for Completing the *Non-DPS*
Agency Request for Scientific Examination
*Evidence Continuation Form***

(Form DPS 802-01555)

**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.
5. 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.)
6. Describe each item in detail. An item constitutes one article or a number of identical articles.
7. Check the box corresponding to each type of lab analysis being requested for each item.
Analysis Key is at bottom of page.
8. Check the box corresponding to the individual directly related to the item (if applicable).