



# New Mexico Department of Public Safety Forensic Laboratory Bureau DNA Acceptance Code Form



This form is to request submission of items for DNA testing. Items for only Latent Prints, Firearms, or Drug Chemistry should not be listed on this form.

**To ensure the efficiency of the DNA Acceptance Code system, please review these instructions in their entirety prior to submitting the DNA Acceptance Code Request form.**

Please keep the following DNA code policies in mind for submission of items (as of July 1, 2016):

- Items such as liquids, syringes, fired or un-fired casings, or cartridges are **NOT** accepted for submission.
- All Non-Violent crimes are limited to **2** items of evidence for initial submission; any applicable standards do not count towards these evidence items.
- Contact/touch DNA samples in Non-Violent Crimes **WILL NOT** be accepted with the following **EXCEPTIONS**:
  - Items discarded and foreign to the crime scene (i.e. tools/weapons/other objects left behind at the scene that do not belong to the victim) **OR** swabs from the steering wheel of a stolen vehicle (DNA standards from vehicle owner required). No swabs of other areas in a vehicle will be accepted.
- Items with smooth surfaces such as paper, casings/ammunition, objects/surfaces handled at a crime scene that belong to a victim **WILL NOT** be accepted for **ANY** non-violent cases. They may still be submitted for Latent Print testing.
- Items recovered by law enforcement in Felon in Possession of Firearm/Controlled Substance cases that are found on the body of a person **WILL NOT** be accepted. If an agency needs to submit evidence from a location other than the felon's body for testing, the agency **MUST** choose either Latent Print or DNA examination on the items being submitted to the laboratory. The laboratory will no longer conduct both Latent Print and Biology/DNA examinations on the same evidentiary item in Felon in Possession of Firearm/Controlled Substance cases.
- Suspect standards are **REQUIRED** for all Felon in Possession Cases.
- Contact/touch DNA samples will be considered on a case-by-case basis for any Violent Crimes.
- Only items agreed upon using the DNA Code form will be accepted and tested in the lab. Additional items that were not approved for DNA testing should be retained by the agency for possible submission at a later time, if necessary.

## Instructions:

- Fill out all applicable Contact/Case information.
- **Case Summary:** Use this space to describe both the incident and evidence collected. Include things such as: where items were found or collected from, ownership of items, how many/which locations were swabbed.
- **Items for submission:** List the items you would like to submit. If you have standards you would like to list, they may be listed under the case narrative if there is limited space.
- **Standards:** Check appropriate boxes in the spaces provided and list the names of persons whose standards were collected.
- **Submission:** When the form is filled out, hit the **SUBMIT** hyperlink located on the bottom right of the form. This will prompt choosing a method to email this form. After selecting an option, an email will be generated with PDF form attached, and then send to submit the form.

**NOTE:** If an email is not generated, please see troubleshooting section below.

- You may use the Agency Case Number in the subject line to identify submitted requests.
- Please only submit **ONE** code request per e-mail, this will prevent any codes from being missed or overlooked.
- A DNA analyst will reply at their earliest convenience with a DNA code or may need to request additional information for clarifications prior to providing an acceptance code.
- **NO** altered versions of this form will be accepted

## Troubleshooting:

- This form is savable, you can save the form as a PDF file and attach it to an email addressed to [DNA.CODE@state.nm.us](mailto:DNA.CODE@state.nm.us)
- If you need further assistance please call (505) 827-9136 or email the DNA Supervising Forensic Scientist, Margo Mikeska at [Margo.Mikeska@state.nm.us](mailto:Margo.Mikeska@state.nm.us)

## **Common Terms and Definitions:**

- **Contact/Touch DNA Swabs:** Swab from areas for DNA left by touching an object. These are **NOT**: Presumptive swabs, blind swabs, or suspect DNA swabs.
- **DNA/Elimination standard/ Buccal (Oral) swabs:** Swabs taken directly from a person for use as a reference for comparison to evidence samples.
- **Control Swab:** Samples of either water or substrate – no longer needed for testing.
- **Violent Crimes:** Homicide, CSP, Attempted homicide, Battery, or Suspicious death. Most other offenses not listed here are considered to be non-violent for the purposes of prioritizing casework in the DNA Section.
- **Additional standards:** Third party individuals, this could include consensual partners (for CSP's), employees, or officers. These are for elimination purposes.



# New Mexico Department of Public Safety Forensic Laboratory Bureau



## DNA Acceptance Code Request Form

### CONTACT INFORMATION:

Date: \_\_\_\_\_

Title / Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Last 4 of Agency Case #: \_\_\_\_\_

### CASE INFORMATION:

Victim Name(s): \_\_\_\_\_ DOB: \_\_\_\_\_

Suspect Name(s): \_\_\_\_\_ DOB: \_\_\_\_\_

Offense: \_\_\_\_\_ Date of Offense: \_\_\_\_\_

Violent Crime: Yes No

Is this additional evidence for an existing lab case? Yes No

Sexual Assault: Yes No

### CASE SUMMARY (content may be edited by lab staff for clarity or to remove potentially biasing information):

### ITEMS FOR SUBMISSION: (Description and Source)

1. \_\_\_\_\_

5. \_\_\_\_\_

2. \_\_\_\_\_

6. \_\_\_\_\_

3. \_\_\_\_\_

7. \_\_\_\_\_

4. \_\_\_\_\_

8. \_\_\_\_\_

Suspect Standards

Victim Standards

Additional Standards

**\*NOTE:** No liquids, syringes, fired or un-fired casings or cartridges. All non-violent crimes are limited to 2 items of evidence and applicable standards for initial submission. Cases with touch DNA samples must also have victim or owner elimination standards submitted.

#### LABORATORY USE ONLY:

Items Accepted: \_\_\_\_\_

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Standards Required? Y N

Acceptance Code: \_\_\_\_\_ - \_\_\_\_\_