

**Midwest Regional Forensic Laboratory
Instructions to Complete Request for Laboratory Examinations (RFLE)**

The RFLE has been redesigned to generate a more user-friendly electronic version, with the inclusion of more checkboxes, drop down menus, calendars for date entry, and guidance questions to help the user provide information that is needed. **Use of the electronic version of this form is highly recommended; however, this form can also be printed and filled out by hand.**

Sections of the RFLE are defined as REQUIRED if testing by the Biology Section is requested; these sections are highlighted in **green**. **Biology testing may be delayed and CODIS entry will be prohibited if these sections are not completed.**

Section A: Agency Information

- Fill in all areas as appropriate – agency contact information is required
- Fill in trial date and attorney information, if known, at the time of submission

Section B: Principal List

- **Victim (person or Business) name(s) should be provided for cases requesting Latent Print or Biology testing**
- List all victims, suspects, or other individuals (homeowners, individuals with frequent access to items, etc.), along with DOB
- Check boxes are provided to indicate if known DNA or Latent Print samples have been provided

Section C: Case Narrative – REQUIRED FOR BIOLOGY TESTING

- A brief case narrative is REQUIRED if Biology testing is requested; listing of a case type is not sufficient
- Any additional guidance, such as related cases or testing priority, can be included

Section D: Description of Evidence

- **There are two lines PER item of evidence**
- The 1st is required for **all** evidence
- The 2nd is only for **Biology evidence only** (except for known DNA samples and sexual assault kits)

Section D: Description of Evidence					
TWO LINES PER ITEM OF EVIDENCE					
1st line is REQUIRED for all cases. 2nd line is REQUIRED for Biology evidence, except for known DNA samples and sexual assault kits. Each item must be packaged separately. Initials must be on the seals.					
Agency Item #	Lab Item #	Packaging Description Select appropriate type from dropdown menu or write in description.	Evidence Description Associate evidence with appropriate individuals and indicate collection location.	Examination(s) Requested (check all requested services per item)	
REQUIRED for Biology Evidence only	Location item collected within or near the crime scene	Why is the item probative to the case? (check reason(s) that apply)	Could DNA on the item belong to victim/homeowner/etc.?	Possible source of DNA	
LINE 1 →				<input type="checkbox"/> Drug Chemistry <input type="checkbox"/> Drug Chemistry-Purity <input type="checkbox"/> Biology <input type="checkbox"/> Latent Prints <input type="checkbox"/> Toxicology	
LINE 2 →	REQUIRED for Biology Evidence only		<input type="checkbox"/> Foreign to the scene/left at the scene <input type="checkbox"/> Touched/Handled by Suspect <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Blood <input type="checkbox"/> Saliva <input type="checkbox"/> Semen <input type="checkbox"/> Touch/Wearer <input type="checkbox"/> Other (specify):

LINE 1 – FOR ALL EVIDENCE

- Provide Agency Item #, packaging description, evidence description, and testing service(s) requested
- DNA and Latent Prints need specific descriptions of the evidence (“DNA swab” or “latent lift” is not enough)

LINE 2 – FOR BIOLOGY EVIDENCE ONLY

LINE 2 is NOT required for known DNA samples or sexual assault kits

- Note the location of the item within or near the crime scene (point of entry, backseat of vehicle, found in alleyway near garage, etc.)
- Indicate why each item is probative, or why it is thought DNA on the item would be from the suspect(s)
- List the possible source of DNA (touch, blood, etc.), which will help determine the testing methods used
- Indicate if DNA may be from the victim, homeowner, or elimination individual (light switch, steering wheel, purse, counter top swabs, etc. may have DNA from individuals other than the suspect)

Section E: Known DNA and Latent Print Samples

- Indicate if known samples are pending for either section or if known samples have been previously provided in another case
- If a consensual sex partner is known, indicate name and DOB in Principals List and provide a known DNA sample, if possible

Section F: Additional Case Information

- Provide responses to questions, as applicable
- This section mainly applies to the Biology section but can be useful for Latent Print testing

Section G: Approval Signatures

- Names and signatures indicate acceptance of the proposed agreement for services