



**Latent Print Laboratory**  
**Evidence Submission Form**

**SABIS CASE #** \_\_\_\_\_

The Latent Print Laboratory at the Monroe County Sheriff's Office (MCSO) will consider this form as confirmation of a contract once the evidence is accepted as adequate for analysis by the laboratory. If there are any changes to this contract, the submitting agency will be notified. When submitted latent print evidence is deemed suitable to make a comparison, the MCSO Latent Print Laboratory will utilize all available databases using the ACE-V methodology. **Evidence that requires DNA testing after completion of latent print comparisons should not be submitted to Latent Print Laboratory. The laboratory is not equipped to handle such evidence.**

**Submitting Agency:** \_\_\_\_\_ **Agency Address:** \_\_\_\_\_

**Victim or Place:** \_\_\_\_\_ **Crime Address:** \_\_\_\_\_

**Crime:** \_\_\_\_\_ **Date of Crime:** \_\_\_\_\_

**Agency Case #:** \_\_\_\_\_ **Agency Contact:** \_\_\_\_\_  
(name, email/phone)

Evidence ID	Type of surface or description of object	Powder color or chemical type	Evidence ID	Type of surface or description of object	Powder color or chemical type

**Brief description of crime:**

Persons of Interest		IF KNOWN					
Name	NYSID #	Date of Birth	Age	Sex	Race	Height	

**SABIS CASE #** \_\_\_\_\_

<b>ELIMINATION PRINTS SUBMITTED</b>		<b>IF KNOWN</b>		
<b>Name</b>	<b>NYSID #</b>	<b>Date of Birth</b>	<b>Sex</b>	<b>Race</b>

**MISCELLANEOUS INFORMATION:**

**Submitted by:** \_\_\_\_\_

Title / Name (PRINT)

Signature

Date, Time

(\_\_\_\_)

Telephone / Extension

Email Address

Examples of properly sealed evidence can be found on the DCJS website under [Best Practices](#)

**Please forward this form with properly sealed evidence to:**

**Monroe County Sheriff's Office**

**SABIS/Latent Print Laboratory, 4th Floor**

**130 South Plymouth Avenue**

**Rochester, NY 14614**

**Phone: (585) 753-4777**

**Email questions to: [MichaelVanRoo@monroecounty.gov](mailto:MichaelVanRoo@monroecounty.gov)**

\*\*\*\*\***MCSO USE ONLY**\*\*\*\*\* Evidence Properly Sealed  **YES**  **NO**

Case received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Via:  Mail  Drop box  In-person from \_\_\_\_\_

PRINT NAME & TITLE