



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 # _____

ELIMINATION PRINTS SUBMITTED		IF KNOWN		
Name	NYSID #	Date of Birth	Sex	Race

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

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

Case received by: _____ Date: _____ Time: _____

Via: _____ Mail _____ Drop box _____ In-person from _____

PRINT NAME & TITLE