



# New Mexico Department of Public Safety

## Forensic Laboratory Bureau

### DNA Acceptance Code Form

**To ensure the efficiency of the DNA Acceptance Code system, please review these instructions and policies in their entirety prior to submitting the DNA Acceptance Code Request form. These policies have been updated as of July 1, 2022.**

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.

- Items such as liquids, syringes, fired or un-fired casings, or cartridges **WILL NOT** be accepted for DNA submission.
- 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 or Firearms testing, where needed.
- Suspect standards are **REQUIRED** for all Felon in Possession Cases. 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.
- Contact/touch DNA samples will be considered on a case-by-case basis for any Violent Crimes.
- Exceptions to the evidence item limits below may be allowed in *extraordinarily* violent cases. Requests for exceptions should be rare and will not necessarily be approved every time. The DNA supervisor or Forensic Laboratory Director will have final approval for exceptions to the evidence item limits.

| Type of Case/Offense   | Number of Items Max Per Submission*   |
|--|---|
| <b>Violent Crimes – Group 1</b><br>Homicides   | <b>10</b>   |
| <b>Violent Crimes – Group 2</b><br>All other Crimes Against Persons: Robbery, Suicide, Assault/Battery, Officer Involved Shootings | <b>5</b>  |
| <b>Sexual Assault</b><br>Includes: CSP/CSC, CSP/CSC of a Minor, Kidnapping   | <i>If Victim SAEK white envelope collected:</i>   |
|  | <ul style="list-style-type: none"> <li>• <b>Victim SAEK</b> (white envelope only)</li> <li>• <b>Offender SAEK</b> (off-white envelope, if collected)</li> </ul> |
|  | <i>Submissions after SAEK testing or no SAEK collected: <b>5</b></i>  |
| <b>Non-Violent</b><br>Includes: Property crimes, Stolen Vehicles, Felon in Possession Firearm/Controlled Substance                 | <b>2</b><br><i>(Unchanged)</i>  |

\* These evidence item limits do not include known DNA standards for elimination and comparison purposes.

**Instructions:**

- **NO** altered or previous versions of this form will be accepted. 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. Select an option for emailing the form and then an email will be generated with the PDF form attached. Click send to submit the form.
- **NOTE:** Alternatively, you can save the form as a PDF file and attach it to an email addressed to [DNA.CODE@dps.nm.gov](mailto:DNA.CODE@dps.nm.gov)
- You may use the Agency Case Number in the subject line to identify submitted requests.
- Only submit **ONE** code request per e-mail, this will prevent any code requests 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.

**Troubleshooting:**

- If you need further assistance, please call the main lab number (505) 827-9136 or contact the DNA Technical Leader, Corinne Byrdsong, at (505) 827-9194 or [Corinne.Byrdsong@dps.nm.gov](mailto:Corinne.Byrdsong@dps.nm.gov).



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## 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

If Yes for additional evidence, provide lab case number: \_\_\_\_\_

### 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: \_\_\_\_\_ - \_\_\_\_\_