



Oklahoma State Bureau of Investigation

GREG MASHBURN
Director

STEVEN CARTER
Deputy Director

TO: ALL LAW ENFORCEMENT OFFICERS

RE: EVIDENCE SUBMITTAL

The laboratories of the Oklahoma State Bureau of Investigation will receive evidence for examination either by personal delivery or by mail with the following exceptions: handguns, long guns (rifles and/or shotguns), and forensic biology evidence must be submitted in person.

When evidence is submitted by **mail**, the following procedure must be followed:

The officer should initial the evidence. Evidence should then be placed (when possible) in an OSBI evidence envelope and sealed along all edges of the large flap with 2" clear tape or evidence tape. The tape seal must be initialed on the tape by the officer.

The evidence envelope should then be placed inside a manila envelope and sealed along all edges of the large flap with 2" clear tape or evidence tape. The tape seal must be initialed on the tape by the officer.

A Request for Laboratory Examination Form (laboratory submission form) which has been completely filled out by the submitting officer must be placed in a separate envelope and attached to the **outside** of the manila mailing envelope (packing slip fashion). If the Request for Laboratory Examination form is inside the envelope, evidence will not be opened without a telephone or in-person discussion with the submitting officer. This ensures the integrity of the evidence and the safety of our evidence technicians.

Each mailing container must contain evidence pertinent to one case only.

Syringes are no longer accepted without prior approval (see attachment if applicable).

Evidence for laboratory analysis must be mailed to 800 E 2nd St, Edmond, OK 73034 or the nearest regional laboratory. Do not use prepaid envelopes for OSBI Identification Section to mail evidence.

Evidence received by mail that does not meet other submission standards will be held in an evidence locker until in-person submittal can be completed.

If there are any questions concerning the submission of evidence, please contact the regional evidence facility or laboratory in your area, Tiffany Burger at 405-715-9560, or Christa Rhodes at 918-871-4603.

Respectfully,

Danielle Ross-Carr
Criminalistics Administrator

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