

Instructions for Submitting Evidence

- USE THIS BFS-1 FOR:** The BFS-1 Physical Evidence Submission Form is to be used for the following types of cases:
- Criminalistics (E.g., Biology, Fire Debris, Firearms/Toolmarks, Trace, DNA)
 - Latent Fingerprints
 - Questioned Documents
 - Clandestine Laboratory Analysis

- DO NOT USE THIS BFS-1 FOR:** Do not use the BFS-1 form for routine:
- Drugs (use the BFS-2 envelope)
 - Toxicology (use the Alcohol/Drug Analysis envelope)
 - Blood Alcohol (use the Alcohol/Drug Analysis envelope)
 - RADS (use the RADS envelope)
 - Missing Persons (use the BFS 810 or the BFS 900 form)

To submit evidence for one of these types of cases, fill out the specified evidence submission envelope or form including the chain of custody.

- INFORMATION AND REPORT SECURITY:** The submitting agency determines the case security:
- **Routine:** Case information may be released to members of the submitting and related agencies and the District Attorney's office. This will be the default case security associated with the case unless otherwise noted on the submission form.
 - **Requesting Agency Only:** Case information is restricted to members of the submitting agency. DA's office and listed related agencies will NOT have access.
 - **Investigating Officer Only:** Case information is only released to the named agent (investigating officer) of the submitting agency.

No BFS employee may release any information regarding the investigation or the results of any analysis unless it is within the security restrictions applied to the case.

- PACKAGING:** General evidence packaging guidelines:
- All evidence must be packaged to prevent contamination and loss.
 - Evidence containers must be tape or heat sealed and initialed/marked on the seal.
 - Place your agency name, official and complete agency case number, and item number (as assigned to the evidence in your investigative records) on each package.

Please call the lab or refer to the physical evidence bulletins located at <https://oag.ca.gov/bfs/peb> if you have a question about how to package a specific piece or type of evidence.

- CHAIN OF CUSTODY:** Each item of evidence must have a clear chain of custody:
- When submitting multiple BFS-1 forms for a case, each page must be signed. The signatures applied to each page ONLY apply to the evidence items listed on that page.
 - Each item of evidence being submitted must be listed. Strike out any unused lines in the "Evidence Submitted" section.

- EVIDENCE SUBMISSION AGREEMENT:** By submitting evidence to the Bureau of Forensic Services, the agency agrees to the Bureau of Forensic Services Evidence Submission Agreement located here: <https://oag.ca.gov/bfs/peb>.

- BFS EXAMINATION REPORTS:** BFS examination reports may be accessed through BFSINFO: <https://bfsinfo.doj.ca.gov/>