**Department of Forensic Biology**

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**Request for Forensic Biology LIMS Audit Trail**

**Please enter all fields within this form.**

Requests for a case specific LIMS audit trail will be processed in the order they are received. OCME will respond to requests within approximately 10 business days. Each request requires a separate form. A request for the audit trail for an evidence file cannot be on the same request form for the audit trail for the associated suspect file. Any forms filled out incorrectly will be rejected and emailed back to the requestor. Audit Trails will be provided to the District Attorney Offices for redaction, who will then forward it to the requestor.

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| --- | --- |
| **Date of Request:**  | **Indictment No:**  |
| **Name of the Case:**  | **NYPD 61 #:**  |
| **FB Number:**  | **FBS Number:**  |
| **Testifying Analyst:**  |  |

|  |  |
| --- | --- |
| Please check off the file (**ONE**) that you are requesting the audit trail for: | [ ]  **FB file**[ ]  **FBS file** |
|  |  |
| **Comments / Additional Information:** |  |

|  |  |
| --- | --- |
| **Contact Information:** |  |
| **Defense Attorney:**  | **ADA Name:**  |
| **Org./Firm:**  | **Org./Firm:**  |
| **Phone Number:**  | **Phone Number:**  |
| **Email:**  | **Email:**  |

**Please email this form to:** FBiologyDiscovery@ocme.nyc.gov