Priority Case Submission Form (PCSF)

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

Priority forms will not be accepted without a FB or FBS number. Evidence must have been delivered to the OCME prior to the submission of this request. The PCSF will be returned to the customer and re-submission required upon arrival of the evidence at the OCME. It is the responsibility of the customer to locate the evidence and to contact the FID-LU to arrange to have the evidence sent to the OCME. All submitted forms must be typed, complete and correctly filled out. We will not accept handwritten or incorrect forms. **Each case in a pattern must have a PCSF submitted. All suspect requests require a separate PCSF form**.

Crime Type: Other:

Forensic Biology Case Number:       Date of Request:

Name of Complainant(s):       Pattern Number (if applicable):

Complaint Number:       Voucher Number(s):

Forensic Biology Suspect Number:       Name of Suspect(s):

Priority Priority cases will be assigned next for processing and will be completed in no less than 15 business days **from date of approval by the OCME**.

High Priority High Priority cases will be reserved for public safety concerns (crime against a person) and/or legal constraints. All high priority requests must be approved by the lab director or deputy director.

|  |  |  |
| --- | --- | --- |
| Item(s) to test: |  |  |

|  |  |  |
| --- | --- | --- |
| Reason for priority/ Comments: |  |  |

**Testing Results Requested** (results must be technically reviewed prior to release of information to customer):

**KM Testing**  **Presence of Male DNA**  **Verbal Results of testing**  **Completed Report**

Contact information:

Name:

Phone:

Email: