



TEXAS DEPARTMENT OF PUBLIC SAFETY  
CRIME LABORATORY

**Biological Evidence Storage Form**

LAB-204 Rev.00b (9/3/2019) p.1 Issued by: SQM

**\*\*PLEASE TYPE INFORMATION\*\***

- New Service Request  
 Additional Evidence     Resubmission     Corrected Copy

DPS Lab Case # (if known) \_\_\_\_\_

**Submission Information**

Agency \_\_\_\_\_  
 Agency Case # \_\_\_\_\_  
 Offense \_\_\_\_\_  
 Offense Date \_\_\_\_\_  
 Offense County \_\_\_\_\_

Original Submission Date (If Resubmitted) \_\_\_\_\_  
 Submission Method     In Person     Drop Box     Mail/Certified  
 Other \_\_\_\_\_

**Agency Contact Information**

Title / Badge # \_\_\_\_\_  
 Full Name \_\_\_\_\_  
 Agency Address \_\_\_\_\_  
 Business Email \_\_\_\_\_

Printed Name \_\_\_\_\_ Agency \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Individual (S = Suspect, V = Victim, E = Elimination)**

S / V / E	Name (Last, First, Middle, Suffix)	Race	Sex	DOB	State	Driver License #	ID Card #

**Conviction Information**

Cause #	Court Name and Location	Court #	Date of Conviction	Sentence / Judgement

**Description of Evidence Submitted**

Agency Item #	Brief Description of Evidence	Quantity

**PLEASE REVIEW ALL INFORMATION FOR ACCURACY PRIOR TO SUBMISSION**

*This form is a proposed contract for services in accordance with Texas Department of Public Safety Crime Laboratory Service policies. Applicable policies are communicated in the Crime Laboratory Service Manual and the excerpted Laboratory Customer Handbook available on the DPS website (<http://www.dps.texas.gov/CrimeLaboratory/Pubs.htm>). By completing and submitting this form, the submitting customer releases the listed items to the Laboratory and acknowledges that the items are subject to Laboratory protocols, deviations, and procedures.*

**DPS Laboratory Use Only**

DPS Laboratory Case # / Date Evidence Received