

**Oklahoma State Bureau of Investigation - Criminalistics Services Division
(OSBI CSD)
Evidence Acceptance Requirements**

The following requirements must be met for the OSBI CSD to accept evidence for analysis:

1. The evidence must be submitted by an individual or agency authorized to request services from the OSBI CSD. The agencies and individuals authorized to request services are listed in Title 74, Sections 150.2 and 150.5. The OSBI CSD cannot accept evidence from private citizens or other individuals/agencies not listed in statute.
2. The evidence must be relevant to an investigation which is expected to result in criminal charges being filed. Evidence relevant to civil investigations or non-criminal product cases such as food or drugs suspected of being old, faulty, etc., will not be accepted for analysis.
3. The evidence must not include any explosive devices, explosive samples, or post-blast samples.
4. The evidence must not include syringes, which under normal circumstances will not be accepted for analysis. Exceptions to this will be evaluated on a case by case basis and exceptions must be approved by a Criminalist Supervisor, Criminalistics Administrator, or designee.
5. Evidence must be submitted in person or through a delivery service such as the United States Postal Service (USPS), United Parcel Service (UPS), or Federal Express (FedEx). Evidence in digital form (images of latent prints, etc.) will not typically be accepted by e-mail. However, digital images of impressions which are submitted for the sole purpose of identification of decedents (images of latent prints, etc) may be accepted by e-mail.
6. Submission of evidence for digital evidence examinations requires pre-approval by the Digital Evidence Unit. Evidence will not be accepted for digital evidence examinations without an accompanying approved exam request form.
7. Evidence must be collected and packaged in a manner that preserves the integrity of the evidence. Evidence which is packaged in a manner that would invalidate the results of testing will be refused. Refer to the OSBI Evidence Collection Manual for information regarding appropriate collection and packaging of evidence.
8. Evidence must be properly collected, packaged, and sealed. Refer to the OSBI Evidence Collection Manual located in the Law Enforcement section of the OSBI website at http://www.ok.gov/osbi/Forensic_Laboratory/Law_Enforcement_Training/index.html for evidence collection guidelines. Refer to [QMA 3](#) for evidence sealing guidelines.
9. The evidence must have a legitimate associated service request which complies with policies outlined in [QMA 4.1](#) and [4.2](#). A listing of available services is detailed in [QMA 4.1](#). A listing of services which are not provided or which may be limited is included in [QMA 4.2](#). Evidence will not be accepted for the purpose of long-term storage or if the OSBI CSD cannot meet the needs of the customer.

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10. Evidence samples submitted for the purpose of comparison (paints, fibers, projectiles, DNA, etc.) must be accompanied by the appropriate reference samples. In most cases, comparison samples will not be accepted unless both the questioned and reference samples are provided. However, this does not apply to samples submitted for comparison to a database. For example, DNA cases with no suspect identified may be submitted with the evidence sample(s) and victim reference sample.
11. Evidence submitted for Forensic Biology analysis must be submitted in person. Forensic Biology evidence received in any other way will be shipped back to the submitting agency without analysis.
12. Weapons submitted for analysis must be submitted in person.