



**Department of Financial Services**

*Division of State Fire Marshal – Bureau of Forensic Fire and Explosives Analysis.  
38 Academy Drive, Havana, FL 32333, Phone: 850-539-2700, Fax: 850-539-9662*

<b>EVIDENCE SUBMISSION FORM</b>						
Please complete all relevant blank areas.						
Submission of evidence relinquishes all decisions regarding analytical processing and choice of methods to BFFEA						
<input type="checkbox"/>	New Case	<input type="checkbox"/>	Suspect Homicide	<input type="checkbox"/>	Special Testing (explain in Remarks)	BFFEA (Lab) Assigned #
<input type="checkbox"/>	Additional Evidence	<input type="checkbox"/>	Fatality	<input type="checkbox"/>	RUSH Request (explain in Remarks)	Your Agency Case #
Submitting Agent:					Email	
Agency Name:					Tel. #	( ) -
Agency Address:					Cell. #	( ) -
Property Owner or Occupant:						
Incident Address:						
Nature of Incident (Please describe):				Incident date:		
<b>List of Laboratory Tests (Choose one of the letter codes below to be put into the "Test Requested" column:</b>						
(A)	Determine presence/identity of ignitable liquids	(V)	Video/Digital Analysis			
(E/I)	Explosives/Incendiaries	(CRB)	Chemical Reaction Bomb Determination			
(HO)	Hold only - No test requested	(C)	Comparison Sample			
(CL)	Unidentified Chemicals/Clandestine Lab (no drugs)	(O)	Other requests - Explain in remarks section			
<u>List of evidence submitted (Container, content, location collected):</u>					<u>Test Requested</u>	
1.						
2.						
3.						
4.						
5.						
6.						
<b>Chain of Custody (Indicate who had possession, to whom or where it was transferred, and when it was done):</b>						
	<u>Print Agent Name</u>	<u>Agent Signature</u>	<u>Transfer</u>		<u>Date and Time</u>	
1.						
2.						
3.						
4.						
5.						
REMARKS (any specific precautions or notes concerning the evidence?):						
For BFFEA Use Only:		Received via:		Returned Via:		

This controlled document was approved and issued in accordance with the document management provisions established in the Bureau of Forensic Fire and Explosives Analysis Quality System.

DFS-K1-1096 Rev 04/27/2012  
Incorporated in Rule 69A-63.001, F.A.C.



AN ASCLD/LAB-International ACCREDITED LABORATORY  
*(SINCE July 20, 2010 in the subdisciplines of Explosives, Analysis of Unknowns, and Fire Debris)*