



400 West Franklin Street • Baltimore, MD 21201 • 410-225-9595 • FAX: 410-383-0938 • www.brtilabs.com

Forensic Submission Form

Please follow the directions to ensure that the samples submitted to BRT Laboratories, Inc. (BRT) are processed properly. Both forms **must** be completed and submitted to BRT along with the evidence for processing to be initiated.

1. Fill out the section labeled "Submitting Information" with the contact information.
2. Fill out the non-shaded portion of the "Billing Information" section with the correct information. Please note that if this is a private case, the entire payment must be submitted before testing will begin.
3. Fill in the "Report Submission and Evidence Disposition" section. BRT is not able to store evidence indefinitely once a case has been completed. Please be sure to indicate if you would like to pick up the evidence, have it returned by trackable carrier, or destroyed.
4. On page two, "Description of Evidence", list each item separately. If more items are being submitted than are to be tested (i.e. sexual assault kit), please mark which items are to be tested.
5. Under "Test Procedure" please write whether the item is to be screened (i.e., SCR) or receive DNA/STR testing. If the item is to be screened, include additional details in the "Additional Comments/ Information" section.
6. Write any additional comments or case information that may assist in processing of the evidence.
7. Sign the "Description of Evidence" form. This will act as a chain of custody while samples are in transit, and as authorization and consent to test the samples.
8. Send both forms along with the evidence. If we do not receive both forms accompanied by payment, we are under no obligation to begin processing the evidence.
9. Mail evidence and forms to the following address:

BRT Laboratories, Inc.
FORENSICS DEPT.
400 West Franklin St.
Baltimore, MD 21201

If you have any questions please feel free to contact our Forensic Technical Leader, Alison Shao at 443-449-2132, or our Customer Service Manager, Sandy Porter at 410-225-9595, ext. 204.



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Submitting Information

Authorized Contact: _____ Agency: _____

Report will be sent to: _____

Phone Number: _____ Fax Number: _____

Email Address: _____ Agency Case ID#: _____

Billing Information

To be filled in by BRT Laboratories, Inc. only. DO NOT write in this area.

Type of Case: Paternity Identity Criminal Private

Turn around time: (check one): Normal (6-8 weeks) Rush (10 business days-50% extra)

Total Number of Items Submitted for:

Extraction & Amplification Amplification only Blood, Semen or Saliva Screening
Microscopy Paternity

Return of Evidence: \$30 additional fee

Total amount to be paid: _____ Billing in the amount of _____ has been authorized by _____.

Payment Options (check one): Money Order/Certified Check Credit Card Purchase Order

Credit Card: _____ Exp. Date: _____ VISA MasterCard

Person/Agency Submitting Payment: _____

Address: _____

Phone Number: _____ Fax Number: _____

Full payment must be received from all private parties prior to initiation of testing. Partial payment will be accepted in non-private cases with the remaining amount to be billed. Billing is subject to prior authorization by BRT Laboratories, Inc. Results will not be released until full payment is received. By signing below, you agree to pay BRT Laboratories Inc. in full for all testing performed.

Signature Date

Report Submission and Evidence Disposition

- Mail report to address above
- Fax report to _____
- Email scanned copy of report to _____

BRT Laboratories, Inc. does not store evidence. If you would like evidence returned, there is a \$30 fee.(fee is waived if evidence is picked up)otherwise a signature is needed for authorization to destroy the evidence. Evidence remaining at BRT for more than 60 days after case completion, will be eligible for destruction.

I would like to have the evidence submitted to BRT Laboratories, Inc. either: destroyed; returned by trackable carrier; picked-up

Signature Date

