

Midwest Regional Forensic Laboratory
Instructions to Complete Request for Laboratory Examinations (RFLE)

The RFLE has been redesigned to generate a more user-friendly version, with the second page for general evidence description and a new Biology Supplemental on the third page. **Use of the electronic version of this form is highly recommended; however, this form can also be printed and filled out by hand.**

The third page Biology Supplemental Section F is required for items that need Biology testing. **Biology testing may be delayed and CODIS entry will be prohibited if this information is not submitted.**

Section A: Agency Information

- Fill in all areas as appropriate – agency contact information is required
- Fill in trial date and attorney information, if known, at the time of submission

Section B: Principal List

- **Victim (person or Business) name(s) should be provided for cases requesting Latent Print or Biology testing**
- List all victims, suspects, or other individuals (homeowners, individuals with frequent access to items, etc.), along with DOB

Section C: Case Narrative – REQUIRED FOR BIOLOGY TESTING

- A brief case narrative is REQUIRED if Biology testing is requested; listing of a case type is not sufficient
- Any additional guidance, such as related cases or testing priority, can be included

Section D: Description of Evidence

- List the agency item number and describe the evidence. Associate the evidence with appropriate individuals
- Note the location of the item within or near the crime scene (point of entry, backseat of vehicle, found in alleyway near garage, etc.)
- List the possible source of DNA (touch, blood, etc.), which will help determine the testing methods used
- Indicate if DNA may be from the victim, homeowner, or elimination individual (light switch, steering wheel, purse, counter top swabs, etc. may have DNA from individuals other than the suspect)

Section E: Approval Signatures

- Names and signatures indicate acceptance of the proposed agreement for services

Biology Supplemental Section F: Additional Information Required for Biology Evidence Only

- Provide responses to questions, as applicable
- Indicate why each item is probative, or why it is thought DNA on the item would be from the suspect(s)