

# IRS Center for Science and Design Request for Services

|  |    |
|--|----|
| Laboratory case number <i>(for lab personnel only)</i> | To |
|--|----|

## Case Information

|                                       |  |
|---------------------------------------|--|
| Investigation name <i>(full name)</i> | Investigation number (CIMIS) or agency case number |
|---------------------------------------|--|

|             |  |   |   |
|-------------|--|---|---|
| Request     | <input type="checkbox"/> Latent Prints               | <input type="checkbox"/> DNA Collection                         | <input type="checkbox"/> Design service         |
|             | <input type="checkbox"/> Questioned Documents        | <input type="checkbox"/> Polygraph                              | <input type="checkbox"/> Trial graphics service |
|             | <input type="checkbox"/> Chemistry                   | <input type="checkbox"/> Audio/Video/Image enhancement analysis | <input type="checkbox"/> SIT support            |
| Agency type | <input type="checkbox"/> Criminal Investigation (CI) | <input type="checkbox"/> IRS <i>(non-CI)</i>                    | <input type="checkbox"/> Non-IRS agency         |

Type of investigation

Has any evidence in this case previously been submitted to the laboratory  Yes  No

If yes, provide the laboratory case number *(if known)*

Investigation synopsis  Attachment

## Evidence

Description of evidence *(see subsequent pages for instructions on packaging evidence and how to complete this portion of the form; this portion of the form is NOT applicable for Polygraph requests or when no evidence is submitted to the lab)*

| Lab Item Number<br><i>(for lab personnel)</i> | Container Type | Description of Evidence |
|---|----------------|-------------------------|
|   |                |                         |
|   |                |                         |
|   |                |                         |

Subject information *(for latent prints include the FBI number of subject(s) OR for polygraph include subject's name(s) if different than the investigation name)*

Describe the type of service being requested  Attachment

If expeditious handling of the request is needed, check the appropriate reason

Court date set ( / / )     
  Grand Jury date set ( / / )     
  Fugitive     
  Speedy Trial Act  
 Other *(describe)*

## Contact Information

|  |   |                              |      |
|--|---|------------------------------|------|
| Name of Case Agent or Agency Representative            | Field office, group number <i>(business unit if other than CI)</i> , physical address |                              |      |
| Case Agent or Agency Representative's telephone number |   |                              |      |
| Case Agent or Agency Representative's email address    |   |                              |      |
| Submitter's signature                                  | Submitter's name <i>(print/type)</i>  | Submitter's telephone number | Date |

Note: The submission of this form is considered a contract for the requested laboratory services.

## Instructions for Evidence Packaging and Case Submission for Scientific Services

### Case Submissions

Requests for laboratory services should be transmitted electronically using the "Submit by Email" button. A copy of this completed Request for Services Form (13437) must be included with the evidence. DO NOT seal the form in the internal packaging containing the evidence. Requests may also be hand-delivered or sent directly to:

#### Evidence Control

**IRS Center for Science and Design**  
**525 W. Van Buren St., Suite 400**  
**Chicago, IL 60607**  
**Telephone number: (312) 542-7900**

The first page of this document, the Request for Services Form (13437), is used to create a case in the laboratory while establishing the chain of custody as evidence is received by laboratory personnel. Fill out the form completely and send with your evidence. DO NOT seal the completed form in internal packaging containing evidence.

Evidence descriptions can be grouped or individually detailed, so long as the contents of each container are well-defined. The following is an example on how to complete the "Description of Evidence" section:

| Lab Item Number<br>(for lab personnel) | Container Type | Description of Evidence   |
|--|----------------|---|
|  | Envelope       | 2014 Form W2 in the name of John Doe<br>2014 Form 1040 in the name of John Doe            |
|  | Box            | Smith Corona Typewriter, Serial Number 123XYZ   |
|  | Envelope       | 10 page handwriting exemplar from John Doe<br>Bank signature card in the name of John Doe |

### Submission of Physical Evidence

The laboratory prefers evidence be grouped and packaged according to the following:

1. Group according to the type of evidence being submitted

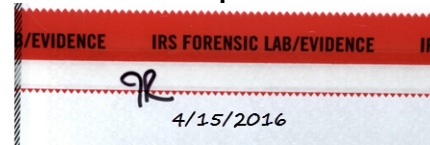
**Questioned Evidence:** Evidence in question (i.e. unknown origin) should be placed in an evidence envelope, bag or container marked "Questioned Evidence." Seal according to Step 2 below.

**Known Evidence Involving Handwriting:** All known writing for a subject should be placed in an evidence envelope, bag or container marked "Known Writing of (subject's name)." If there are multiple subjects, it is preferable to separate and package evidence per subject. Seal according to Step 2 below.

**For Known Evidence Involving Fingerprint/Palmprint Cards:** All known fingerprint/palmprint cards for a subject should be placed in an evidence envelope, bag or container marked "Known Fingerprint/Palmprint Cards of (subject's name)." If there are multiple subjects, it is preferable to separate and package evidence per subject. Seal according to Step 2 below.

2. The evidence must be properly sealed. A proper seal is defined as one that prevents loss of the evidence and that will be clearly damaged or altered if broken. Examples of proper seals include edge-to-edge tamper indicating evidence tape, tamper resistant adhesive seals (e.g. packaging tape) or self-adhesive sealed evidence bags. Lightly place your initials and the date so that the markings traverse the boundary between the seal and the packaging. See image to the right.

#### Example of properly sealed evidence envelope



3. The sealed evidence and the completed Request for Services Form should then be double wrapped or double packaged to protect PII material. Place address labels on both the double wrapped package and the outer mailing package.

4. Ship to the laboratory via United Parcel Service (UPS). Shipping via FedEx or U.S. Postal Service (registered mail using proper return receipt) is acceptable, but UPS is the preferred carrier.

### Submission of Electronic Evidence

There are two approved methods for submitting electronic evidence to the laboratory: **Mail** and using **Foray ADAMS**.

**Mail** - Refer to Submission of Physical Evidence above

**Foray ADAMS** - Refer to "Guidelines for Submitting Electronic Evidence Files to the Center for Science and Design (NFL-D009)"

To access the NFL-D009 and additional information about the CSD go to:

<https://ciconnections.ci.irs.gov/Offices-Sections/Operations/Forensics/Pages/default.aspx>

### Additional References

Please refer to IRM standards Preserving the Chain of Custody 9.4.9.3.6.1 and Transfer of Evidence 9.4.9.3.6.2 for additional guidance on evidence handling.