

TEXAS DEPARTMENT OF PUBLIC SAFETY



CRIME LABORATORY
402 W. Interstate 30
Garland, TX 75043--5998
Voice 214-861-2190 Fax 214-861-2194



Instructions for Submission of Sexual Assault Evidence in Cases Without Law Enforcement Reporting

In accordance with Article 56.065 CCP, the Texas DPS Crime Laboratory Service will be storing sexual assault evidence in cases where there is no law enforcement notification. Below are instructions for packaging and submitting the evidence to the DPS.

1. Evidence will be packaged in a box that is completely sealed with heavy tape. The seal shall be initialed such that part of the initials are on the box and part on the tape. The box must be able to withstand standard shipping. Contents may include:
 - a. A sealed sexual assault evidence collection kit, the victim reference sample shall be in the form of a dried buccal swab in its own packaging and may be enclosed in SA kit.
 - b. Sealed paper bags containing victim's clothing (should be limited to victim's underwear unless there is a compelling reason to believe that any other item contains biological evidence from the suspect).
 - c. **No blood or urine samples shall be included.**
2. Provide the victim with information on how to contact the DPS if they decide to take further action. Be sure the unique identifier is clearly marked on all evidence packages, the laboratory submission form, any and all invoices, and the checklist of services provided.
3. In a sealed envelope that is secured to the outside of the outermost container, place the completed Laboratory Submission Form (NRSA-FRM-1) and the itemized checklist of the services provided (NRSA-FRM-2). Be sure to include the shipping costs on the checklist.
4. Place an overnight/standard shipping company label on the shipping container.

Shipping address for evidence:

Texas Dept of Public Safety
Regional Crime Laboratory
402 West IH-30
Garland, TX 75043

Mailing address for invoices:

Texas Dept of Public Safety
PO Box 4087
Austin TX 78773-0001

If there are to be separate invoices for the facility and the professional services, they should be sent together in the same envelope to insure proper payment. The DPS will only store the evidence in these non-reported sexual assault cases, containers will not be opened. The evidence will remain in storage for a period of two (2) years. In the event the victim chooses to notify law enforcement, they should consult the DPS Web Site for further information. The investigating law enforcement agency shall request the evidence from the DPS and DPS will ship the evidence to that agency.

Forms and information are available on the Crime Lab Web site at http://www.txdps.state.tx.us/criminal_law_enforcement/crime_laboratory/index.htm. If you have any questions about evidence submission, please contact the DPS Regional Crime Laboratory at the numbers above or email to GARLANDCRIMELAB@TXDPS.STATE.TX.US.