

CASE SUBMISSION FORM FAQ

Bode Cellmark cannot begin processing a case until all information requested on the Submission Form is provided. Our Technical Services Team is available to assist with the paperwork at 866-263-3443.

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- **Billing Information** –Who we will send the Invoice to, as well the method of payment.
- **Report Mailing Address**- Where the report will be sent. Note: FedEx cannot deliver to PO boxes. Make sure to include an email address.
- **Evidence Return Address**– All evidence and generated extracts will be returned to this address following the delivery of the case report, unless otherwise specified.
- **Authorized Points of Contact (POC)** – These are the ONLY people with whom we will discuss the testing or results in the case.
- **POC Name and Signature** – This is the Client and person authorizing payment of the case.
- If you need to include additional billing/reporting instructions or Points of Contact, please attach a separate sheet and indicate this on the form.

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- **Service Type** – Standard service or Expedited service. Expedited service incurs increased costs and is available on a limited basis. Expedited service must be approved before case submission- please contact Technical Services. Times listed are per “round” of testing.
- **Case Background**– Share a brief case scenario and how the evidence items submitted relate to the scenario. This section will help the DNA analyst assigned to your case make recommendations for testing. In this section you may also make special requests such as a conference call with the analyst prior to testing; or that you would like to be contacted after the quantitation results are known.
- **Processing amp kit** – List the specific type of technologies requested for testing, if any. If you are requesting CODIS, please leave this BLANK.
- **CODIS** – Select Yes or No. If you are not sure if your case is CODIS-eligible, please contact Technical Services. Per FBI guidelines, no private labs have direct access to CODIS, but can partner with an NDIS Lab to accept ownership of data for CODIS entry. Per FBI guidelines, the CODIS agreement between Labs must be in place prior to the initiation of testing or profiles generated can NEVER be entered or searched.

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- **List Evidence Items** – The way items are listed here is the way they will appear on the DNA report. List each item, including any relevant Agency numbers, to be tested and the type of test you would like.

The “Serology Testing” options are chemical/ enzymatic tests to determine if a biological fluid is present. These are separate tests from DNA tests and incur separate charges. (It is not appropriate to mark “Saliva” for a reference buccal swab.)

It is very important to indicate whether Bode Cellmark has ‘Permission to Consume’ each item. In many cases (larger blood stains, buccal swabs) consumption is not a concern. There is plenty of biological material present and there is no need for Bode Cellmark to consume an item. We only recommend consumption of an item if we believe it is necessary to obtain a DNA profile suitable for comparison. This applies to small stains and touched/ worn items, typically.

- **New York**—Please indicate if any samples were collected in the State of New York. They will be tested in accordance with NY DOH Regulations.