



# Best Practices for Submitting Latent Print Evidence to the New York State Division of Criminal Justice Services Latent Print Unit

1. Latent print evidence may be submitted either by mail or in person. It is recommended to submit each case individually in a separate envelope if being submitted by mail. It is advisable for agencies to use sealed envelopes or evidence bags for evidentiary items and to use United States Postal Service Certified Mail/Return Receipt.
2. An Evidence Submission Form should be filled out completely. To request Evidence Submission Forms, please call the Latent Print Unit at (518) 485-7686, or email [latent.print@dcjs.ny.gov](mailto:latent.print@dcjs.ny.gov), or download from the DCJS website at [http://www.criminaljustice.ny.gov/pio/fp\\_services.htm](http://www.criminaljustice.ny.gov/pio/fp_services.htm).
3. Only **processed** latent print evidence will be accepted, which includes:
  - a. Latent lifts
  - b. Mikrosil lifts
  - c. Powdered and chemically processed evidence
  - d. Photos
    1. Photos are required to be 1:1 and include a scale
  - e. Images on CD or DVD
    1. Preferably in TIFF or RAW image
    2. JPEG images should be at the highest resolution possible
    3. Images are required to be 1:1 and include a scale
    4. Electronic images which are in their original processed state (may be cropped); minimum of 500 resolution and have a scale
4. Evidentiary items should be clearly labeled with your agency case number and labeled with assigned consecutive numbers. If they are not labeled or labeled out of sequence, we will assign each piece of evidence a DCJS number (lifts, etc., DCJS 1, DCJS 2).
5. If possible, elimination prints should be submitted for comparison against the latent print impressions. If prints are on file, submit a NYSID Number and/or name and date of birth on the submission form.
6. If possible, suspect prints should be submitted, or a NYSID Number and/or date of birth provided on the Evidence Submission Form.
7. If the case has latent palm print evidence, palm prints/major case prints of suspect(s), and/or elimination(s) should be submitted for latent print comparison.

**NOTE: If DNA processing is required, the DCJS Latent Print Unit will not accept latent evidence until such DNA processing is completed.**