



**DCJS Latent Print Laboratory  
Best Practices for Submitting Latent Print Evidence**

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.
  2. All evidentiary items must be properly sealed. For explanation on how to properly seal evidence, see below. It is also recommended to use United States Postal Service Certified Mail/Return Receipt.
  3. If submitting a thumb drive or a CD/DVD, it is preferred the thumb drive or CD/DVD is not mailed in a loose paper envelope as it can get damage or lost. A padded mailer (like those with bubble wrap) or a small box (like a cassette tape box) are recommended for mailing.
  4. An Evidence Submission Form should be filled out completely. To request Evidence Submission Forms, please call the Latent Print Laboratory 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).
  5. 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
      5. It is recommended to use CD-R or DVD-R type of discs and to finalize after burning.
  6. 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).
  7. If possible, elimination prints should be submitted for comparison against the latent print
- Latent Print Laboratory / Alfred E. Smith Office Building / 80 South Swan Street / Albany, New York 12210 / <http://criminaljustice.ny.gov>



## Division of Criminal Justice Services

Latent Print Laboratory  
Best Practices  
Version 6

Approved by Director: 07/21/2025

impressions. If a NYSID number is known please include the NYSID Number, name and/or date of birth on the submission form.

8. If possible, prints of persons of interest should be submitted, or a NYSID Number, name and/or date of birth provided on the Evidence Submission Form.
9. If the case has latent palm print evidence, palm prints/major case prints of person of interest, and/or elimination(s) should be submitted for latent print comparison.

**NOTE: Evidence that requires DNA testing after completion of Latent Print Comparisons should not be submitted to Latent Print Laboratory. The laboratory is not equipped to handle such evidence.**



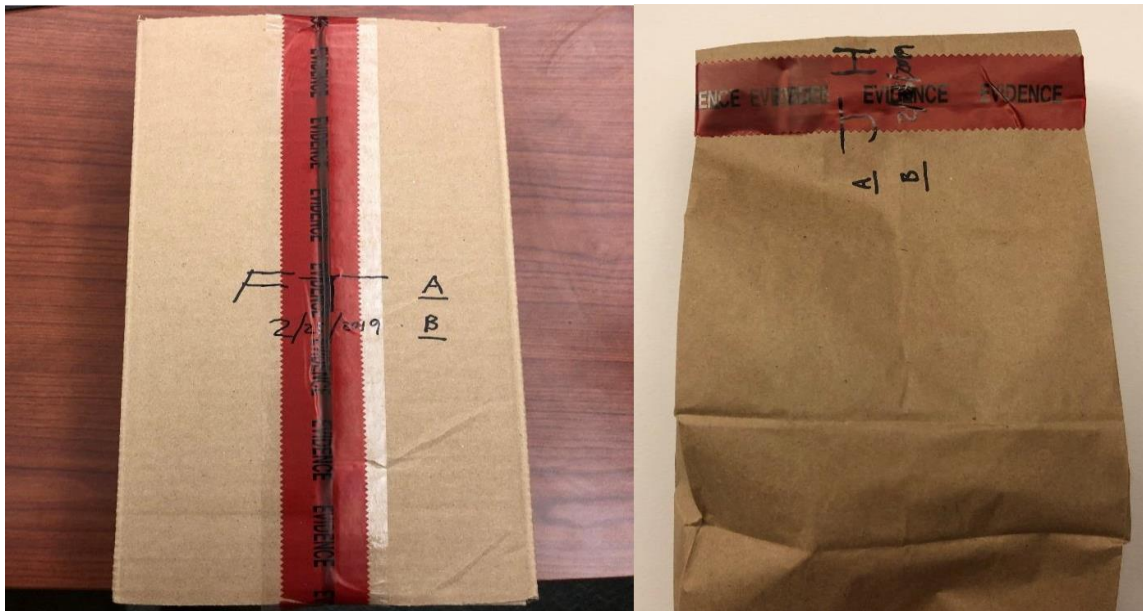
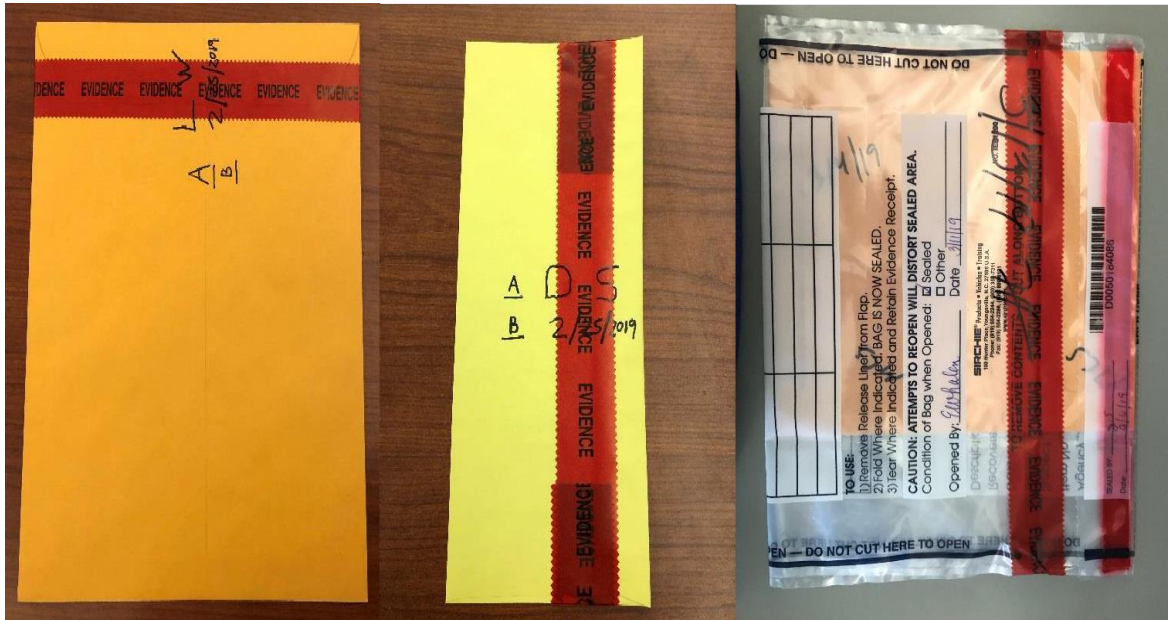
# Division of Criminal Justice Services

Latent Print Laboratory  
Best Practices  
Version 6

Approved by Director: 07/21/2025

## Proper Sealing of Evidence:

A - Initials across the seal B - Date sealed



Latent Print Laboratory / Alfred E. Smith Office Building / 80 South Swan Street / Albany, New York  
12210 / <http://criminaljustice.ny.gov>