



Oklahoma State Bureau of Investigation

AUNGELA SPURLOCK
Director

STEVEN CARTER
Deputy Director

Memorandum

To: All Law Enforcement Officers
Date: 02/06/24
Subject: Evidence Submittal by Mail

The Oklahoma State Bureau of Investigation will receive evidence for examination by personal delivery, delivery to evidence lockers, or by mail.

The following evidence **cannot be mailed**:

- Handguns or long guns
- Drug Facilitated Sexual Assault (DFSA) kits
- Biological evidence with exception to Sexual Assault Evidence Collection Kits and known Deoxyribonucleic Acid (DNA) samples (i.e. buccal/mouth swabs and blood cards), which can be mailed

When evidence is submitted **by mail**, the following **procedure** must be followed:

- The officer should initial the evidence. Evidence should then be placed (when possible) in an OSBI evidence envelope and sealed along all edges of the large flap with 2" clear tape (Duck HP 260 or equal) or using evidence tape. The tape seal must be initialed on the tape by the officer.
- The evidence envelope should then be placed inside a manila mailing envelope and sealed along all edges of large flap with 2" clear tape (Duck HP 260 or equal) or evidence tape. The tape seal must be initialed on the tape by the officer.
- A Request for Laboratory Examination Form (laboratory submission form) which has been completely filled out by the submitting officer must be placed in a separate envelope and attached to the outside of the manila mailing envelope (packing slip fashion).
- Each mailing container must contain evidence pertinent to one case only.
- Evidence received by mail that has not been submitted in the above manner will be returned, unopened, with instruction regarding the correct submittal procedure.

If there are any questions concerning the submission of evidence, please contact the regional laboratory in your area or myself at 405.715.9539 or Julie Garrett at 405.715.9514.

Respectfully,

Kevin L. Kramer
Criminalistics Administrator

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