

# NIRCL Fingerprint Submission Guidelines

For the most efficient processing of evidence in the latent print section, please remember the following when submitting evidence for examination:

- Evidence for processing, latent lifts and known impressions should all be packaged separately. However-
  - Multiple known impressions may be packaged together
  - Multiple latent lifts may be packaged together
  
- The submission of compact discs is necessary **only if** the images are of better quality than the lifted prints or if collecting a latent lift of the impression is not possible.
  - If a compact disc is submitted, please
    - submit the disc as a separate item
    - send images of friction ridge impressions only, not overall crime scene photos
    - place a scale in all friction ridge images (required for AFIS Searches)
  
- Please do not submit partially processed items of evidence
  - Certain techniques (ex. powder on paper) may limit what can be used at the lab
  - Powdered but not lifted friction ridge detail can be damaged in transport ○ Submit items in need of complex processing or evidence in serious crimes to the lab without prior processing
  
- Include requests for SID number comparisons on the electronic submission form or email requests to Mark Milford at [mmilford@nircl.org](mailto:mmilford@nircl.org)
  
- **Please include laboratory case numbers** when cross referencing requests for comparisons to SID numbers or to known impressions from other lab cases
  
- Additional known impressions sent for comparison should be submitted as a subsequent submission to the original laboratory case number
  
- Please feel free to call the fingerprint section ((847) 362-0676) with any questions

April 12, 2018