



Department of Public Safety
Crime Laboratory Evidence Receipt

To Whom It May Concern:

This is a copy of the online evidence receipt template. You must use Adobe Acrobat 6.0 or a newer version and you must have a printer that will print with 1/2" margins.

The final copy of the receipt that you submit to the crime laboratory must be printed on **cream-colored or off-white paper** (not a dark color as these will photocopy very poorly). The reason for this is so that we are able to readily distinguish photocopies from originals.

Please also keep in mind that since the new evidence receipt is two-sided the online form is two-sided as well (This means that you need to submit a two-sided form, not a one-sided form). It is saved as a two-page form, page 2 and 3 of this file. If you are filling in information on the second and third page, print only the second page, and then place the page back into your printer to print the third page on to the back of the second page. If you only need the second page, make multiple copies of a blank third page so that you can place a page into your printer and print out only the second page with the information and the back page will already be there. You do not need to print this first page of instructions. Make sure that your cursor is on the page you wish to print, then select print from the file menu and print "current" page.

When filling out the receipt **use the same numbers** that you assigned the item when you received the evidence. For example, if you have crime scene numbers 1 through 10 and you are only submitting to the lab 3, 5, 7, and 8, use those numbers. Do not give them new numbers like 1 through 4!

When filling out the chain of custody part only sign the front page of the receipt and **use one line for all items** submitted, even if items are continued on the back of the page. It is recommended that when you have many items that are not in numerical order to hand write them in under the chain of custody part so that you only use one line.

If you have questions or need assistance, please contact the Evidence unit personnel at the Northern Laboratory (505) 827-9138 or the Southern Laboratory (505) 541-7580.

NMDPS Crime Laboratory
