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TO: All Agencies Receiving Crime Laboratory Reports

FROM: Hope Olson, Director 

DATE: August 4, 2015

RE: Certification of Biological Screening, DNA, Drug, Firearms/Toolmarks, Fire Debris, Latent and Trace Laboratory Reports

Effective August 4, 2015, the certification of Biological Screening, DNA, Drug, Firearms/Toolmarks, Fire Debris, Latent, and Trace analytical reports will be changing. The reports will be electronically posted pursuant to authority provided in North Dakota Century Code Sections 19-01-10 and 19-03.1-37.

Currently, a paper copy certification page signed by an analyst and notary is supplied with the analytical report. This certified report is mailed to the submitting officer or authorized agency.

Starting August 4, 2015, a certification statement will be added to the analytical report. This new certification process will allow Analytical Reports to be downloaded and printed from the Crime Lab's FA Web portal and submitted to the court system. The new report packet will be delivered electronically as a Standard Forensic Advantage Discovery Packet containing the Analytical Report and submission form.

The submitting officer or agency will receive an email stating the report is ready to be downloaded. To obtain reports, individuals will need access to CJIS and have a valid email account for the ability to download Analytical Reports via the FA web portal. You may need to contact the Crime Laboratory to have a valid email account added or updated in our Laboratory Information Management System. If your agency is not able to receive reports electronically, please notify the Crime Laboratory to make other arrangements.