

# Request to Transfer a Non-Report Sex Crime Evidence Collection Kit

As a result of a report of a crime of sexual assault, forensic evidence was collected as a non-report to law enforcement. A request to open an investigation has been made by the victim and that requires that the sex crime evidence collection kit that was stored at Marshall University Forensic Science Center (MUFSC) as a non-report be transferred to the WVSP Forensic Laboratory.

A WVSP Case Submission Form 53 must be submitted to the WV State Police Forensic Laboratory prior to the transfer of the sex crime evidence collection kit.

You **must** notify the WV State Police Forensic Lab, at 304-746-2473, that you are submitting the Case Submission Form 53 without the sex crime evidence collection kit.

Once MUFSC is notified that the Submission Form 53 has been received by the WV State Police Forensic Lab, the sex crime evidence collection kit will be directly transferred to the lab via a secure carrier.

The transfer of the sex crime evidence collection kit requires the following information be submitted.

**Date of Request:**

**Sex Crime Kit Tracking Number:**

**Agency Case Number:**

**Agency Name:**

**Agency Address:**

**Investigator Name and Title:**

**Investigator Telephone:**

**Investigator Email:**

Press the Print Form button above.

Sign and date the printed request.

Forward a hardcopy to:

Attn: Non-Report SA Kit Program  
Marshall University  
Forensic Science Center  
1401 Forensic Science Drive  
Huntington, WV 25701

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Your request will not be fulfilled if all the required information is not provided. Please double check the information you have entered before submitting your request.