

WVSP FORENSIC LABORATORY NIBIN BY APPOINTMENT INFORMATION REQUEST FORM (NIRF)

<b>Submitting Agency:</b>				<b>Contact Name:</b>					
<b>Contact Phone #:</b>				<b>Contact Email:</b>					
<b>I understand that all processing for DNA and Latent Prints must be done <i>PRIOR</i> to NIBIN entry.</b>						<b>Initials:</b>	<b>Date:</b>		
<b>Notes:</b>									
<b>SUBMIT FIREARMS (TEST FIRES) &amp; CARTRIDGE CASES / SHOTSHELLS FIRED IN SEMIAUTOMATIC PISTOLS/RIFLES/SHOTGUNS</b>							<b>LAB USE ONLY</b>		
<i>All information requested below is required if known.</i>									
Agency Case #:	Criminal Offense:	Crime Date:	Date Item Recovered:	Item #: (For test fires, list firearm #)	Caliber:	Evidence Type / Qty: List as firearm, test fires, or cartridge case	If Providing Test Fires or a Firearm - Record below: Make, Model, Serial Number, Country of Origin, Importer, & State (if marked on firearm)	Entered Yes	No
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
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**Fax/E-mail this form with the above sections completed to 304-746-2261/[NIBIN@wvsp.gov](mailto:NIBIN@wvsp.gov) to confirm your appointment. This form must be submitted at least 48 hours in advance in order to secure your appointment.**

*On the below date, you brought evidence cartridge cases, firearms, and/or tests specifically for entry into the National Integrated Ballistic Information Network. All evidence remained under your custody and control at all times. A letter/report will not be issued for these entries. This paperwork will serve as your notification of entry. These exhibit(s) will be automatically correlated with the default search sites for the NIBIN site WV-CHSPBR1. Should any leads be developed against these exhibit(s), your agency will be notified.*

\_\_\_\_\_  
**Officer's Name (Print)**

\_\_\_\_\_  
**NIBIN Personnel's Name (Print)**

\_\_\_\_\_  
**Officer's Signature  
(COMPLETE SIGNATURE AT APPOINTMENT)**

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

\_\_\_\_\_  
**NIBIN Personnel's Signature**

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