



## South Carolina Law Enforcement Division

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### FORENSIC SERVICES LABORATORY CUSTOMER SERVICE NOTICE 2021-01 May 20, 2021

#### LATENT PRINT ELECTRONIC SUBMISSION PROGRAM UPDATE - EVIDENCE.COM

**The Latent Print Department is pleased to announce that the Electronic Submission Program now uses Evidence.com as its digital image submission platform. Participants are no longer required to acquire and maintain a SLED VPN account to use this program.**

The SLED Latent Print Department's Electronic Submission Program is a free program that allows agencies to electronically submit latent print evidence for AFIS search and for comparison to known standards.

#### How it Works

1. The submitter pre-logs the case in ILAB in the same manner as cases hand delivered to the laboratory.
2. The submitter emails the ILAB receipt (packing slip) to a SLED email address dedicated to electronic latent print case submission.
3. An Evidence.com email invitation is sent by the Latent Print Department to the submitter's email address.
4. The submitter uploads the digital images in a case folder to Evidence.com using the link provided in the invitation email.
5. The case is logged in by the Latent Print Department using the submitted ILAB receipt. The submitter is provided the laboratory case number by email when log-in is completed.
6. The latent print report is available in ILAB once the case is completed.

#### Requirements to Participate

- Submitters must have an active ILAB account.
- Submitters must be able to digitally capture latent print evidence.
- Submitted images must meet the following requirements:
  - The image must contain a scale.
  - The image must be a .tif file.
  - Latent print images must be created at a minimum of 1000dpi resolution.
  - Photographs of latent prints must also be taken at or near 90 degrees.



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### Priority Requests

The Electronic Submission program allows for the timely submission of evidence to the Latent Print Department without the constraints of distance or laboratory business hours. Priority requests during standard laboratory operating hours can be made by contacting the Latent Print Department at 803-896-7299. Priority requests after hours can be made by contacting the SLED Operations desk at 803-737-9000 and requesting the Latent Print Department on-call agent.

Detailed submission instructions are provided in the Latent Print Electronic Submission Guide which is located at <https://www.sled.sc.gov/forensics.html> in the downloads section. Please contact Lt. Jeff Crooks at 803-896-7299 or [jcrooks@sled.sc.gov](mailto:jcrooks@sled.sc.gov) if you have any questions or would like additional information.