



South Carolina Law Enforcement Division

P.O. Box 21398
Columbia, South Carolina
29221-1398

Henry D. McMaster, Governor
Mark A. Keel, Chief

Tel: (803) 737-9000

Latent Print Electronic Submission Guide

The following guide describes the procedure for the electronic submission of latent print and AFIS cases to the SLED Latent Print Department. Additional information regarding submission of evidence to the Latent Print Department and the interpretation of Latent Print Department reports is provided in the Forensic Laboratory Evidence Submission Manual, which is located at <https://www.sled.sc.gov/forensics.html>.

Please contact Lt. Jeff Crooks at 803-896-7299 or jcrooks@sled.sc.gov if you have any questions.

Digital Images

The Latent Print Department will accept scans of latent lifts or photographs of latent prints. The most common method for scanning latent lifts is a flatbed scanner. Images that don't meet the below listed requirements may not be examined:

- The image must contain a scale (imperial or metric).
 - The most common type used is scale tape.
- The image must be a .tif file type.
- Latent print images must be captured at a minimum of 1000dpi resolution.
- Known standard images will be accepted at 800dpi or higher.
 - Known standards of individuals with criminal records do not need to be submitted.

When scanning latent lifts, the entire front of the card should be scanned, not just the lift. The back of a latent lift card is not required to be submitted. If both sides of the lift are scanned, submit both images as one item.

The Latent Print Dept. can provide additional guidance regarding scanners and cameras upon request.

Images as Evidence

The Latent Print Department will treat images submitted for examination as evidence when received and will maintain them accordingly. The received images will not be returned upon completion of examination but will be available upon request.



South Carolina Law Enforcement Division

P.O. Box 21398
Columbia, South Carolina
29221-1398

Henry D. McMaster, Governor

Mark A. Keel, Chief

Tel: (803) 737-9000

Electronic Submission Procedure

ILAB Pre-log

Pre-log the case in ILAB in the same manner as latent print cases that are hand delivered to the laboratory.

- The submission type is "electronic submission"
- The package type is "server folder"
- The item type is "digital media"

When pre-logging an electronic submission case, do not include any other types of evidence with the submission. Evidence that will be hand delivered to the laboratory must be a separate submission.

Submitting Agency Case Number

The submitting agency case number must be included when entering a case in ILAB. Cases will not be logged in until the case number is provided.

Items

Each latent lift scan or latent print photograph must be entered as separate items with one exception. Duplicate versions of the same lift/photograph may be considered one item.

Submitting a scanned image of the back of a latent lift is not required. If both sides are submitted, both the front and back scans should be considered one item, and the front and back should be marked in a manner prior to scanning that allows the examiner to determine which front and back images go together.

Submitters are strongly encouraged to provide adequate item descriptions in ILAB for each item (e.g. Latent lift from driver side front window – outside). The latent print report item descriptions will be limited to the information provided on the ILAB receipt.

Receipts

ILAB receipts (packing slips) will be accepted without a submitter signature. This is to allow you to save the receipt as a .pdf file without having to print it.

Laboratory receipts will be available through ILAB once the case has been logged in.

Note: You may request an ILAB account by submitting a completed SLED Forensic Services ILAB Access Request Form located at <https://www.sled.sc.gov/ilab.html>.

Page 2 of 3



South Carolina Law Enforcement Division

P.O. Box 21398
Columbia, South Carolina
29221-1398

Henry D. McMaster, Governor

Mark A. Keel, Chief

Tel: (803) 737-9000

Case Submission

ILAB Receipt Submission

Email the completed ILAB receipt (packing slip) to lpcase@sled.sc.gov, an address dedicated to electronic latent print case submission.

The email must include the submitter's email address and direct contact number.

Multiple ILAB receipts may be submitted in one email. Incident reports may also be included.

Evidence.com

After the submission email is received, an Evidence.com invitation email will be sent to the submitter's email address. Click the link provided in the invitation and follow the upload instructions.

Multiple case folders can be uploaded with each invitation (16 file limit per invitation).

Note: Agencies that use Evidence.com can be established as a partner agency and share case images without the need for a submission invitation.

Uploading Digital Images

Each case must be uploaded to the portal in a separate folder.

The folder name must contain your agency case number for the case (e.g. GCPD211234).

When submitting additional images for a case, the case folder must also include the submission number (pre-log entry number) in the folder name that corresponds with the ILAB receipt for the submission (e.g. GCRPD211234sub2).

Case folders must be zipped prior to uploading to Evidence.com.

Image file names are not required to contain the agency case number.

An email notification is automatically sent to the Latent Print Department when the evidence has been uploaded to Evidence.com.

When the log-in process is completed, an email will be sent to the submitter providing the laboratory case number. Laboratory receipts will be available through ILAB once the case is logged in.

Latent Print Report/AFIS Letter

The latent print report will be available in ILAB once the case is completed.

The digital image file name will be included in the report item description for each item.

Page 3 of 3