



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

FORENSIC SERVICES LABORATORY CUSTOMER SERVICE NOTICE 2021-02 November 2, 2021

EVIDENCE SUBMISSIONS

Effective Tuesday, November 9, 2021, the following Evidence Submission procedures are being implemented for the SLED Forensic Services Laboratory:

EVIDENCE SUBMISSIONS:

- All law enforcement personnel submitting evidence to the SLED Forensic Services Laboratory will resume parking in the designated evidence drop-off spaces in the front of the Forensics Laboratory, and will enter the building through the front lobby entrance. All visitors must check in with the switchboard staff before being permitted access to the evidence lockers or receiving log-in assistance from Evidence Control staff.
- Evidence Submissions will be accepted by appointment Monday through Friday from 9:30 AM to 4:00 PM. Please contact the Forensics Switchboard at 803-896-7300 or Evidence Control at 803-896-7302 to schedule an appointment.
- All evidence should be pre-logged through iLab and properly packaged upon arrival to ensure evidence will be accepted. Packing Slips must accompany all submitted evidence.
- Individuals who do not have an iLab account should complete an iLab Access Request Form which can be found at sled.sc.gov under *Evidence Pre-log iLab*. The completed form should be submitted to ilabrequests@sled.sc.gov. Users will be provided a User ID and temporary password upon account activation.
- Evidence ready for return will be prepared for agencies calling to schedule an appointment. Agencies must come prepared to receive return evidence.

Please contact Evidence Control Supervisor Leigh Ann McGuinness at (803) 896-9739 or lmcguinness@sled.sc.gov for questions.



An Accredited Law Enforcement Agency

