

Completing the FORENSIC DRUG CHEMISTRY Requisition Form

Please follow the instructions below when completing the requisition form.

For assistance, please contact Client Services at 866-522-2216 / Forensics@NMSlabs.com.

1. Complete the following Agency information:

- **NMS Labs Account #** - If you don't have an account established with NMS or have forgotten your account number, please contact **Client Services** (see above).
- **Agency Name**
- **Agency Contact** - Enter the name of the person to contact regarding the case.
- **Agency Address, City, State, Zip**
- **Agency Phone**
- **Contact Email**
- **Submitting County** – Texas Law Enforcement only
- **Misdemeanor, Felony, Juvenile** – check appropriate box that applies to the case, as applicable.

2. Complete the following Case Details:

- **Case Number** (may also be known as Offense # or Investigative Case #) - If not available, enter "Not Given".
- **Offense Date** – If not available, enter "Not Given".
- **Offense** – If not available, enter "Not Given".
- **Suspect Name(s)/Date of Birth (DOB(s))** - If not available, enter "Not Given".
- **Case History** – As applicable.

3. Complete the following Test information:

- **Agency Item #** - Enter agency item number.
- **Description of Items** – Enter a brief description of the item(s) submitted.
- **Requested Testing** – Complete using the test request codes at the bottom of the form as appropriate:
 - If an item does not require testing, enter "Do Not Test".
 - For drug quantitation (non-THC) analysis, enter the suspected drug and if known, the concentration.

4. Complete Chain of Custody.

- **Date** – Enter date of transfer to NMS.
- **Time** – Enter time of transfer to NMS.
- **Agency Item #(s)** – Enter the agency item number(s) being transferred. The item #(s) should match the item #(s) listed in the Description of Items (see section 3 above).
- **Relinquished By** – Enter the printed name and signature of the person transferring the item(s).
- **Received By** – Enter name of the courier/mail service. If the evidence is hand-delivered, this information will be completed by NMS processing staff.
- **Comments/Purpose of Transfer** - Enter "Transfer to Lab".

5. Complete NMS Labs Credit Card Authorization Form, as applicable.