Firearms/Toolmark Submission Guidelines

Firearms

- Firearms should be packaged in a safe manner in a gun box. If you are unable to determine if a firearm is unloaded, please contact your local CBIFS to make arrangements for submitting the possible loaded firearm.
- Magazines recovered with a firearm must be submitted.

Ammunition and Components

- Live ammunition may be submitted and examined if probative.
- If a fired bullet is lodged into wood or other material and cannot be removed safely, the material itself can be submitted with the bullet encased.

National Integrated Ballistic Information Network (NIBIN)

The National Integrated Ballistic Identification Network, or NIBIN, is a database used to search fired cartridge casings from semiautomatic pistols, shotguns, and rifles.

- Evidence entered in the NIBIN is searched in the Colorado database; searches of additional regions must be requested.
- Evidence cartridge casings from criminal cases are automatically screened and entered into NIBIN when suitable.
- For test fired cartridge casings from semiautomatic pistols, shotguns, and rifles, please include the pertinent firearm information including make, model, caliber and serial number.
  - For test fired cartridge casings, please submit two cartridge casings with nickel primers and two cartridge casings with brass primers.
- Firearms which do not automatically eject cartridge casings when fired, i.e. derringers, revolvers, and single shot rifles/shotguns can be submitted for firearm functionality testing but are not suitable for NIBIN entry.

Firearm Donations

- Please contact your local CBIFS to discuss any firearm donation.
- All firearms accepted for donation to the CBIFS will be submitted as evidence and entered in NIBIN if suitable.
- Donated firearms should be packaged in a safe manner in a gun box.
- A Request for Laboratory Examination (RFLE) and signed CBI Firearm Donation form must be completed for each case donated. Please include all pertinent firearm information including make, model, caliber and serial number in the Description field of the RFLE. A separate cover letter is not required.
• The Firearm Donation form can be found on the CBI website under “Submission Forms”.

**Distance Determination**

• The suspected firearm should be submitted when possible.
• For clothing items that require muzzle to target distance determination, the following is suggested as the best possible way to submit these items:
  - The clothing items should be properly dried and packaged prior to submittal at CBIFS;
  - To preserve the clothing item properly, first dry the item on a clean sheet of paper;
  - Next, place another piece of paper between the layers of clothing;
  - Finally, place a final sheet of paper on top of the clothing item.
  - The paper encased clothing can now be folded or rolled and then placed into a paper bag.
  - Clothing items should be packaged separately to prevent contamination.

• Distance Determination may be performed on autopsy photographs. Please call your local CBIFS prior to submission to discuss this type of analysis.

**Toolmarks**

• The suspected tool(s) should be submitted.
• Suspect tools should be packaged separately, with the cutting surface protected from damage.
• Wires that are submitted for toolmark examination should have the suspect ends clearly labeled.
• Items with the toolmark or toolmark casts may be submitted for examination. Larger items may need to have the suspect area carefully removed. Please contact your local CBIFS to discuss how to appropriately remove the suspect area.

**Summary**

These firearm/toolmark guidelines are recommendations of what should be included in the initial evidence submission to the CBIFS, but do not reflect what should or should not be collected at the crime scene. Please contact us at any time regarding proper evidence collection and submission. It is our goal to assist you with situations that may be unfamiliar to your agency, to ensure your understanding of the submission guidelines, and to work collaboratively to ensure the citizens of Colorado are served at the highest possible level.

See our General Submission Guidelines for an overview of the submission process.

See additional submission guidelines for further information for your evidence type.

**Controlled Substances**

**DUI Toxicology**

**Fire Debris - Ignitable Liquids**

**Biological Sciences**
Gunshot Residue Evidence
Ignitable Liquids from Hands
Latent Prints
Medicolegal Death Investigation
Paint Evidence