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**Case Inquiry / PRELOG Application**

**Case Inquiry *(Download Laboratory Reports)***

Access to this portion of the Prelog system allows users to locate specific information about the status of evidence which has been submitted to the KBI Forensic Laboratory system for analysis. Copies of Submission Receipts may be downloaded shortly after the evidence has been submitted. Copies of any completed Laboratory Reports are available on the site for download shortly after the reports are released by the laboratory. Both the Submission Receipts and Laboratory Reports are available in PDF format for ease of printing or incorporation into your information management system.

**Pre-logging Evidence:**

Access to this portion of the Prelog system allows users to “prelog” evidence that will be submitted to the KBI Forensic Science Laboratory for analysis. Typical case demographics, item information and analysis requests are entered, and a prelog receipt is printed. The evidence and prelog receipt are then sent to the laboratory using normal delivery methods. The prelog process substantially expedites the intake process and helps assure all desired exams are requested.

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| **Agency** |  | | | | | | | | | | | | | | |
| **Agency TAC Information** (Terminal Agency Coordinator) | | | | | **Name** | | |  | | | | | | | |
| **TAC Phone** |  | | | **TAC Email** | |  | | | | | | | | | |
| **Agency IT Dept. contact name** | | |  | | | | **IT Phone** | | |  | | | **IT Email** | |  |
|  |  | | |  | | | | | | |  | | |  | |
| **Enter individual names assigned to access KCJIS Network** | | | | | | | | | | | | | | | |
| **Last Name, First Name MI** | | **KCJIS User ID** | | **Email** | | | | | | | | **Office Phone ###-###-####** | | | **Unit / Section** |
| *EXAMPLE, FIRST M.* | | *ICTPDABC* | | *first.example@agency.loc.org* | | | | | | | | *785-555-1111* | | | *Investigation* |
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| **Your agency MUST also establish/specify an email address for receipt of notifications when lab reports are released.** | | | | | | | | | | | | | | | |
| **Notification Delivery Email Address** (will receive one email per report) | | | | | | | | |  | | | | | | |
| **Comments:** | | | | | | | | | | | | | | | |

Return completed form to: KBI Laboratory, Attn: LIMS Administrator, 2001 SW Washburn Ave, Topeka, KS 66604 or via email: LIMSAdmin@kbi.ks.gov