

Anonymous PERK Submission Instructions

In accordance with Virginia Code § 19.2-11.6, the Division of Consolidated Laboratory Services (DCLS) shall accept and store the Physical Evidence Recovery Kit (PERK) in cases of sexual assault where the victim elects not to make a report to law enforcement. These are referred to as "Anonymous PERKs."

Below are instructions for packaging and submitting an Anonymous PERK to DCLS:

1. Evidence collected must be packaged within the PERK box only. Clothing and/or other evidence will not be accepted unless sealed in the PERK box.
2. **No liquid biological specimens such as blood or urine will be accepted. Refrigerated storage is not available.**
3. The PERK shall be sealed on all four sides with evidence tape or, in the absence of evidence tape, a tape of sufficient strength to maintain a seal. All four sides of the seal **shall be initialed** by the health care provider such that part of the initials is on the surface of the box and part on the surface of the tape. The integrity of the seal must be able to withstand the rigors of shipping.
4. **The health care provider will ensure that the victim receives a written copy of the Anonymous Physical Evidence Recovery Kit (PERK) Storage Notification Form with one of the unique PERK identifier number stickers attached. This unique PERK identifier number can be found within the PERK box on a sheet of peel off, self-adhesive stickers. The victim will be advised that this unique number needs to be provided to law enforcement should the victim choose to make a report.**
5. The health care provider should affix one of the unique PERK identifier number stickers onto the outside of the PERK box in the designated space, so that it is clearly visible. The health care provider should place the fully executed Anonymous Physical Evidence Recovery Kit (PERK) Storage Notification Form in a sealed envelope and affix the sealed envelope to the outside of the white PERK box.
6. After the procedures stated above are completed, the PERK shall be placed into a sturdy shipping box. The shipping box should be approximately 12" x 10" x 4". Place one of the unique PERK identifier number stickers to the outside of the shipping box directly beneath the return address. Legibly write the date of collection below the numbered label.
7. Upon completion of Step Number 6, send the box via **U.S. Postal Service Certified Mail** to DCLS at the following address:

**Division of Consolidated Laboratory Services
600 North 5th Street
Richmond, Virginia 23219
Attn: DCLS Evidence Custodian**

8. Please see the PERK Submission Photo Instructions (updated 7/1/2016) for a visual guide on how to complete Steps 1-7 above.

DCLS will only store PERKs for anonymous sexual assault cases. The PERK will remain in storage for a minimum period of two (2) years from receipt. In the event the victim decides to report the assault, the investigating law enforcement agency shall request the evidence by contacting the DCLS Evidence Custodian at (804) 648-4480 ext. 102. Unless contacted by law enforcement or the victim, DCLS may destroy the PERK after the minimum two (2) year holding period.

If you have any questions about Anonymous PERK submission, please contact the DCLS Evidence Custodian (804-648-4480 ext. 102) or the Sample Support Services Manager (804-648-4480 ext. 140).