

County of Santa Clara

Office of the Sheriff

55 West Younger Avenue
San Jose, California 95110-1721
(408) 808-4440



Laurie Smith
Sheriff

May 31, 2013

Latent Print Card Submission Process: Quick-Guide

The County of Santa Clara Office of the Sheriff will be assuming the Cal-ID function on July 1, 2013. Although there will be no change to the booking process, the following is the latent print submission process for all law enforcement agencies in the County. In June 2013, the Sheriff's Office will provide universal latent print evidence envelopes to each agency to be used when submitting latent prints to the Sheriff's Identification Unit (SIU). The Sheriff's Office may make future updates to the process in order to enhance its service to its clients.

Step 1: Law enforcement agency representative delivers latent prints to the following locations:

- Sheriff's Office Headquarters, second floor Evidence Room, 55 West Younger Avenue, San Jose, 95110: 24 hours/day, 7 days week including holidays.
- Sheriff's Office West Valley Division, 1601 S. De Anza Boulevard, Cupertino, 95014: 8 a.m. to 5 p.m. M-F, excluding holidays
- Sheriff's Office South County Substation, 80 W. Highland Avenue Bldg. K San Martin, 95046: 8 a.m. to 5 p.m. M-F, excluding holidays.

Step 2: Sheriff's Office Evidence Technician will log in SIU latent print envelopes and maintain chain-of-custody.

Step 3: An electronic receipt will be provided to the agencies' designee.

Priority Cases: The Sheriff's Evidence Technician will notify the SIU of all high-priority cases as requested by the submitting agency.

High Priority Cases: Call SIU at (408) 808-4750 for high priority cases requiring special submission and immediate examination.