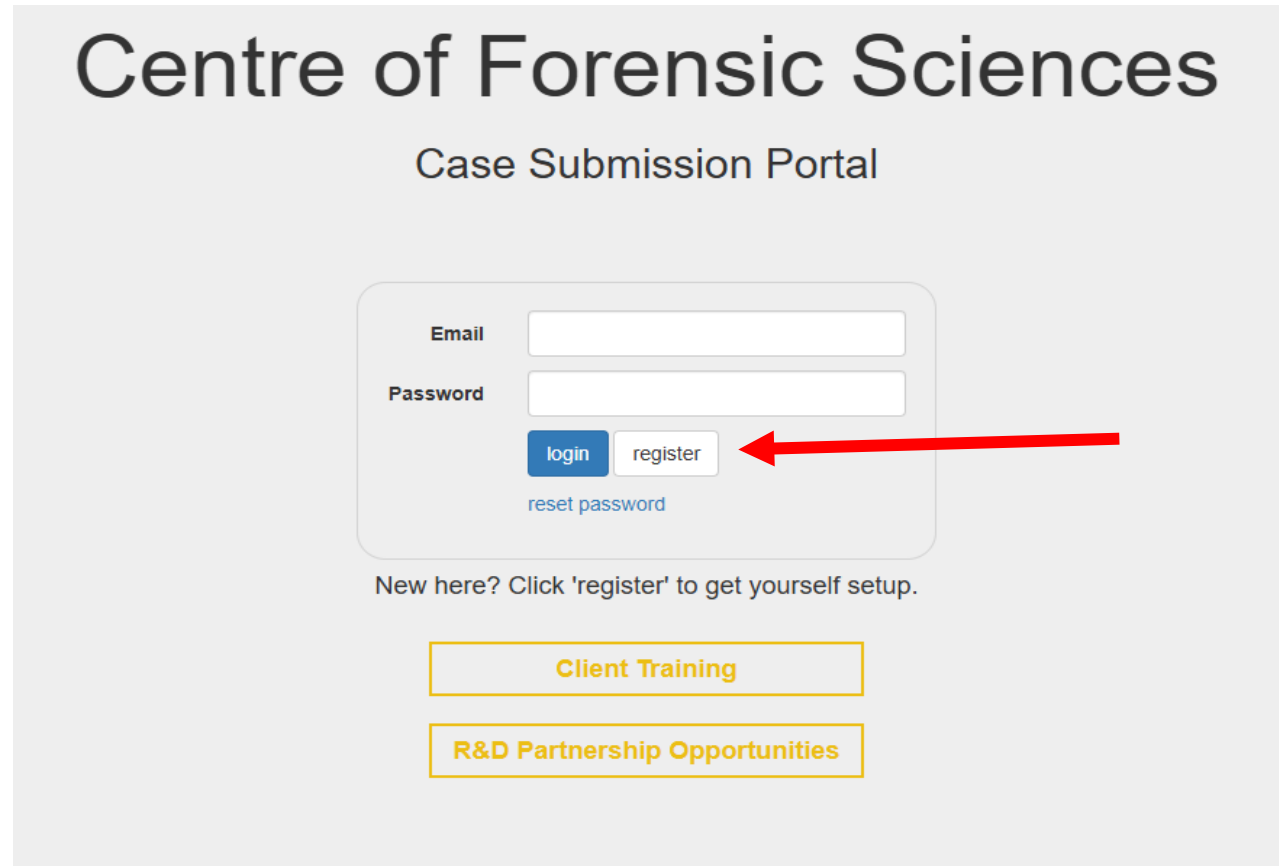


How to Make a Firearms Submission via the CFS Web Portal

1) Go to <https://www.cfsgov.ca> and log-in/register to be a user.



The screenshot shows the 'Centre of Forensic Sciences Case Submission Portal' login and registration interface. It features a central form with input fields for 'Email' and 'Password'. Below these fields are three buttons: a blue 'login' button, a white 'register' button with a black border, and a blue 'reset password' link. A red arrow points to the 'register' button. Below the form, there is a text prompt: 'New here? Click 'register' to get yourself setup.' At the bottom of the page, there are two yellow-outlined buttons: 'Client Training' and 'R&D Partnership Opportunities'.

Centre of Forensic Sciences

Case Submission Portal

Email

Password

login register reset password

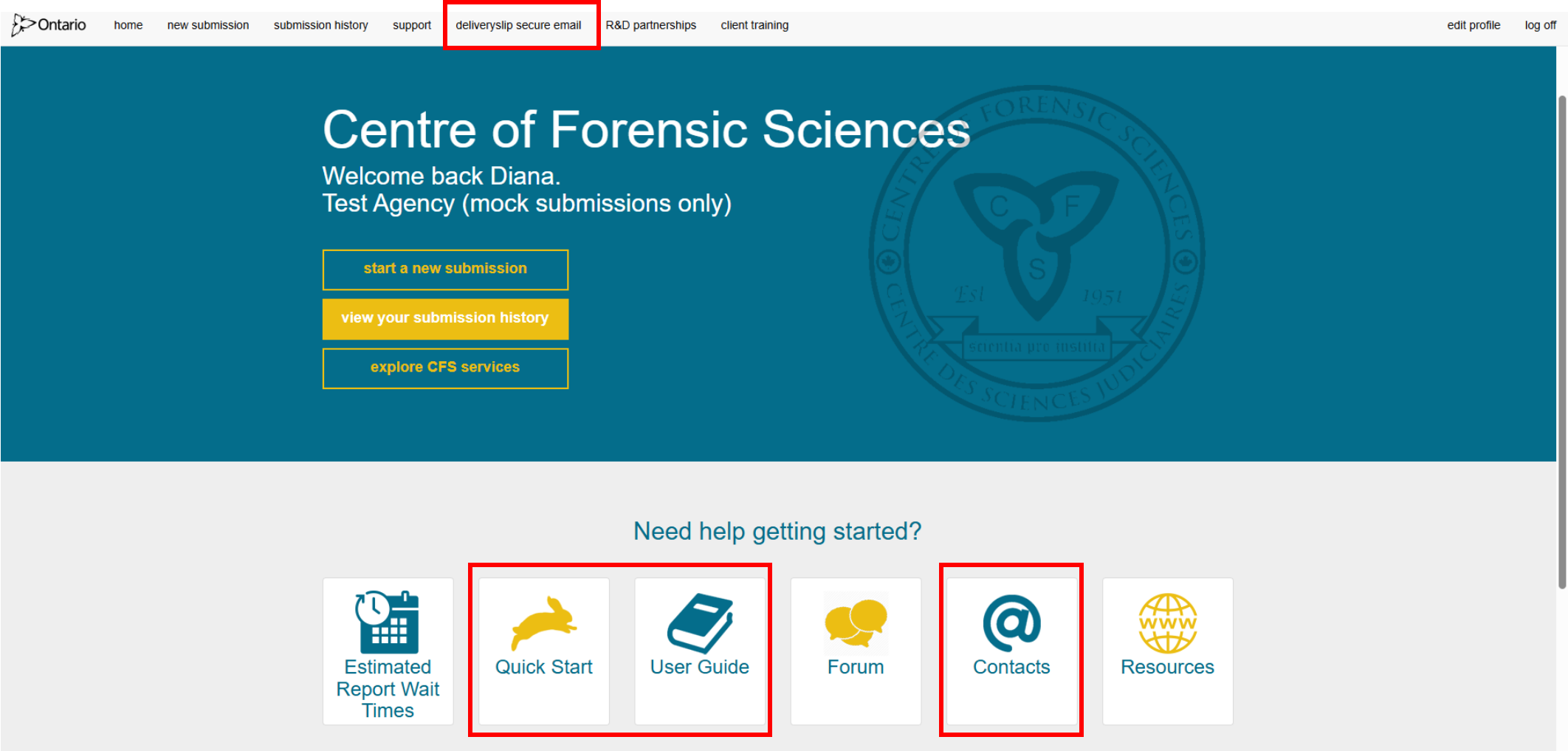
New here? Click 'register' to get yourself setup.

Client Training

R&D Partnership Opportunities

If you have problems registering or do not receive confirmation, please e-mail cfs.websubmission@ontario.ca

Once you log in, this is what your home page will look like. Here you can access a Quick Start Guide, full User Guide, and find the contacts for all the section advisors, Delivery Slip Email, in addition to so much more.



There is also an FAQ section accessible by clicking any of the above icons. Here you can find the Firearms Case Submission Guidelines and Firearms Unit Technical Information Sheets.

Click Here

Estimated Wait Times

Electronic Subpoena Delivery

CFS Case related resources are added to resource tab, [click here](#)

*****ATTENTION SUBMITTERS***** Considerations Re Case and Item Acceptance, [click here](#)

Centre of Forensic Sciences

Welcome back Diana.
Test Agency (mock submissions only)

start a new submission

view your submission history

explore CFS services

2) Click on 'Start a new submission' to begin.

Need help getting started?



This is the home page it will bring you to once you clicked start a new submission. This gives you access to:

1. View estimated TATs/wait times for submission results.
2. Create a brand new submission.
3. Upload a previous submission file (for edits/if item was returned etc.)
4. View resources to assist with common FAQs regarding item submission acceptance criteria
5. Use the 'Save' function to save a submission file in progress/to keep a back up of the submission.

The screenshot shows the Ontario CFS Case Submission Home Page. At the top is a navigation bar with links: home, new submission, submission history, support, deliveryslip secure email, R&D partnerships, client training, edit profile, and log off. A light blue banner contains the text: "CFS Case related resources are added to resource tab, [click here](#)" and "***ATTENTION SUBMITTERS*** Considerations Re Case and Item Acceptance, [click here](#)".

Callout 1 points to a box on the left with the text: "Click Here", "Estimated Wait Times", and "Electronic Subpoena Delivery".

Callout 2 points to a "new submission" button in a box labeled "new submission".

Callout 3 points to an "open submission" button in a box labeled "open submission", with the text "- drag & drop - (*.cfs file)".

Callout 4 points to a list of "latest all-client communications" on the right, including dates and links to various resources.

Callout 5 points to a vertical sidebar on the left with three buttons: "new", "open (*.cfs file)", and "save (*.cfs file)".

latest all-client communications	
May 30, 2025	CFS Considerations for Case and Item Acceptance
Apr 29, 2025	Tips for Understanding the Preliminary Firearms Notification Letter
Nov 27, 2024	Accessing CFS Case Resources
Dec 05, 2023	Biology Submission Guidance – Update Effective January 1, 2024
Jul 05, 2023	High Volume DNA Service Expansion

[...view all cfs client communications](#)

A new dialogue box will pop-up:

- 3) Select the most appropriate Offence Group, Offence, and confirm if charges have been laid. If so, provide date.
- 4) Select the evidence section you want to submit to: Firearms.

Please note: If blood/urine samples have been submitted for testing AND you are not submitting medical records/breath test results, DO NOT submit a LOP request until you've received the toxicology report. [Toxicology LOP Instructions](#)

Start a New Submission

All boxes with a red asterisk must be filled in.

Offence Group* ⓘ

Offence*

Charges Laid?*

What Are You Interested In?

-
-
- ←
-
-
-
-

What Are You Interested In?

DNA, Body Fluid ID, Hairs

Drugs & Alcohol

Firearms

Handwriting, Documents

Broken, Damaged, Torn

Chemical Testing

Vehicle Examination

☐ I have a firearm and/or ammunition for testing 

☐ I have items for gun shot residue (GSR) analysis

☐ I have something shot with a firearm and am interested in distance determination 

5) Select the option applicable to the item you are trying to submit. You can scroll over the little “i” for more information on that selection.

Note: You can make multiple selections and choose from multiple sections if you are submitting more than one item **for the same occurrence** at the **same time**. For example, if you are submitting a weapon swab and test fires for the same weapon, it can be done in a single submission.

Once you have made a selection in at least one area, a red “1” will appear.

6) After making all relevant selections, click “continue.”

Please note: If blood/urine samples have been submitted for testing AND you are not submitting medical records/breath test results, DO NOT submit a LOP request until you've received the toxicology report. [Toxicology LOP Instructions](#)

Start a New Submission

All boxes with a red asterisk must be filled in.

Offence Group*	WEAPON: POSSESSION			
Offence*	UNAUTHORIZED POSSESSION OF FIREARM			
Charges Laid?*	Yes	2025/07/07, 08:00		
Preliminary Hearing/Trial Date Scheduled?*	No			

What Are You Interested In?

DNA, Body Fluid ID, Hairs

Drugs & Alcohol

Firearms 1

Handwriting, Documents

Broken, Damaged, Torn

Chemical Testing

Vehicle Examination

☒ I have a firearm and/or ammunition for testing

☐ I have items for gun shot residue (GSR) analysis

☐ I have something shot with a firearm and am interested in distance determination

continue

close

Note: Everything with a red asterisk(*) is required information to proceed with your submission request.

There are multiple sections to the submission form. Please work through each **carefully**.

1) **Offences & Services**

This section you entered the information into previously. To amend, select modify.

2) **Tracking Number Search**

If you have previously discussed your submission with a scientist, they may have provided you with a number to log the conversation. Enter it here. If not, skip. This does not impact the submission. You can also choose to reference you spoke with someone at the end of your synopsis.

Offence and Services

Offence

UNAUTHORIZED POSSESSION OF FIREARM

Services

I have a firearm and/or ammunition for testing

Charges Laid?*

Yes

2025/07/07, 08:00

Preliminary Hearing/Trial Date Scheduled?*

No

modify

Tracking Number Search

Tracking Number

5 numbers long

search

Info!

Entering a tracking number does not alter the submission review process. A Scientist may still need to review the details you have entered in this submission form.

Important Fields

Agency*

_Test agency

Primary Incident Num*

CFS Case Num

if you have one

yyyy-000000

Project Name

if you have one

i

It is critical that you enter the Primary Incident Number above correctly. Once you save and/or submit the form, it is locked down and cannot be changed.

Incident Date and Time

Date*

yyyy/mm/dd, hh:mm

i

3) Important Fields

Enter your **agency** from the drop-down menu.

Enter the **primary incident number** – this is the occurrence directly related to the evidence.

If you are submitting evidence from the same occurrence as a previous submission and already know the CFS case number, you may enter it. If you do not know it, leave it blank.

If your submission is related to an **agency** project, you may enter the project name. Do not enter 'RIFLE' if you are looking to submit it under the Firearms RIFLE service. The processing staff screen all submissions on arrival.

Offence and Services

Offence

Services

Charges Laid?*

Preliminary Hearing/Trial Date Scheduled?*

Tracking Number Search

Tracking Number

Info! Entering a tracking number does not alter the submission review process.
A Scientist may still need to review the details you have entered in this submission form.

Important Fields

Agency*

Primary Incident Num*

CFS Case Num

Project Name



It is critical that you enter the Primary Incident Number above correctly. Once you save and/or submit the form, it is locked down and cannot be changed.

Incident Date and Time

Date*

4) Incident date & Time

Enter the occurrence date as in your report. Enter the time to the best of your ability as in your report.

5) Additional Incident Numbers for this Incident

As noted in BLUE this field is only used if a single occurrence has multiple incident numbers. Do **NOT** enter occurrences numbers of related cases here. There should only be one occurrence number per agency listed.

6) Cross Reference to Other Incidents

Enter incident numbers of related cases you want to compare the evidence to here. This can include other occurrences for your agency that are presumed to be related.

7) NIBIN

Enter States you want searched if required. Ensure synopsis indicates reason for choices.

Incident Date and Time

Date*

yyyy/mm/dd, hh:mm



Additional Incident Numbers For This Incident

Info! Enter additional incident numbers associated with THIS INCIDENT ONLY. Any number you enter should retrieve THIS EXACT INCIDENT in the associated Agency case tracking system.

add incident num

remove all

Cross Reference To Other Incidents

Info! Want us to compare results from evidence in this incident and any other incident? Enter those OTHER numbers here.

add case

remove all

NIBIN

Info! Only request NIBIN searches if you plan on following up on generated leads.

Note: Only cartridge cases will be searched against the NIBIN database.

Add States

remove all

8) Agency Representatives

Select yourself for the submitter. Fill out other fields based on occurrence. Note: Only a submitter, Lead and Report Recipient are mandatory.

9) Individuals

This is where any accused/complainant/suspect etc. should be entered. Please include full name, type, sex, and DOB.

10) Scenes & Vehicles

Enter the address for the occurrence and the city. If the seizure location for an item is different than the primary scene, also include it as a scene here.

For vehicles, include year, make, model and license plate/VIN depending on what is available. This is listed if any of the items were recovered from the vehicle itself (i.e. on search of vehicle).

Agency Representatives

Note: In addition to the Submitter, an additional copy of the submission contract will be emailed to CFS.TechnicalSupport@ontario.ca

Note: Your agency has set a default for Report Recipient below.

Submitter:	Agency	_Test agency	Individual*	- select individual -	select me refresh
Lead Invest:	Agency	_Test agency	Individual*	- select individual -	select me refresh
Second Invest:	Agency	_Test agency	Individual	- select individual -	select me refresh
Report Recipient 1:	Agency	_Test agency	Individual*	Technical support Cfs CIV (#)	
Evidence Return:	Agency	_Test agency	Individual	- select individual -	select me refresh

[Can't find someone?](#) [Click here](#)



Evidence will be returned, where applicable, to the individual selected above or to the Submitter if no one is selected.



The Submitter must be a person, not a generic account. Our chain of custody will begin with this person.

Individuals

[add individual](#)

[remove all](#)

Scenes

[add location](#)

[remove all](#)

Vehicle (use when evidence is from within a vehicle)

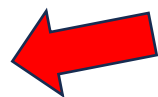
[add vehicle](#)

[remove all](#)

Case Synopsis

Synopsis*

600
words
remaining



Click anywhere in the box to
begin typing.



Please ensure this seizure date is correct as it will be used for IBIS upload. Correct seizure dates must be provided for all firearms/test fires as it is critical information that can affect IBIS results. Any discrepancies with the seizure date may result in the return of the item.

11) Case Synopsis – a pop up will appear when you first click on the field to enter text. Click on the relevant section for a document with more information on what to include.

The intent is to provide only the relevant information required for the scientist to determine whether the items will be accepted and understand the testing required.

Note: The seizure date may differ from the occurrence date – if so, please include in synopsis (i.e. suspect was arrested in the early hours of DATE and a firearm was seized from their person). The seizure location should be clear (i.e. item should only be sourced to a person if seized **directly** from that person like their waistband).

Now for the fun part – adding the evidence!

1) Each item needs a unique identifier – depending on how the item is packaged this could be:

- property bag seal
- property number labelled on item container

- “Ex 1” or “1”

Each agency has their own guidelines/preferences. The important thing is the identifier **MUST** be on the item packaging.

For Test Fires and RAISE, please see the packaging information sheets for further guidance.

NOTE: If you have a multi-barrel shotgun (see information sheet), test fires from **each** barrel are required and must be appropriately labelled to their barrel.

Evidence

Firearm and Ammunition Testing

Identifier*

exhibit#

i

1

Source*

i

remove

List each set of test fires (from each barrel where applicable) individually.

Protect



OPIOIDS



i

Evidence*

test fires

add-more

Firearm*

Commercial Firearm: incl make, model, calibre, serial#

Seized*

yyyy/mm/dd



Info! Test fired ammunition will be subject to IBIS testing

test fires

firearm commercial

firearm other

firearm component

ammunition/components

other

remove all

Attachments (optional)

 add file

remove all

i

Please be advised that for those cases being submitted to the Firearms & Toolmarks Unit where all items are being retained by the IBIS Unit, all empty packaging will be destroyed. Pertinent information such as seal numbers, will be recorded in the case record. On completion of the examination, an Evidence Transfer Receipt will be issued to the submitting agency that details those items being retained by the IBIS Unit.

For those cases where some items are being returned to the submitting agency and others retained by the IBIS Unit, empty packaging may be returned along with the returned items. Evidence Transfer Receipts will be issued detailing which items are being returned and which items are being retained by the IBIS Unit.

2) Enter the source. This is where the evidence originated from – this is populated based on the information you filled out in the individuals, scene, and vehicle fields above.

*Do not source an individual if the item was found in the vehicle during a traffic stop. It must be seized **directly** from their person to source the individual.

3) Protect

Select icon(s) if it applies to the evidence to ensure handling protects for: DNA, fingerprints, opioids, and/or temperature.

Note: All DNA and fingerprints should be collected prior to submission for firearms testing.

Evidence

Firearm and Ammunition Testing

Identifier*

exhibit#

i

Source*

v

i

2

remove

List each set of test fires (from each barrel where applicable) individually.

Protect

OPIOIDS

i

3

Evidence*

test fires

add-more

Firearm*

Commercial Firearm: incl make, model, calibre, serial#

Seized*

yyyy/mm/dd

Info! Test fired ammunition will be subject to IBIS testing

test fires

firearm commercial

firearm other

firearm component

ammunition/components

other

remove all

Attachments (optional)

add file

remove all

i

Please be advised that for those cases being submitted to the Firearms & Toolmarks Unit where all items are being retained by the IBIS Unit, all empty packaging will be destroyed. Pertinent information such as seal numbers, will be recorded in the case record. On completion of the examination, an Evidence Transfer Receipt will be issued to the submitting agency that details those items being retained by the IBIS Unit.

For those cases where some items are being returned to the submitting agency and others retained by the IBIS Unit, empty packaging may be returned along with the returned items. Evidence Transfer Receipts will be issued detailing which items are being returned and which items are being retained by the IBIS Unit.

Scroll over each of these boxes to learn more about the evidence type. A pop-up should show on the right side of your screen while hovering over each button.

The type of information required for each exhibit item depends on the evidence being submitted. See the next page for how the required information varies.

Evidence

Firearm and Ammunition Testing

Identifier*

exhibit#

i

Source*

i

remove

List each set of test fires (from each barrel where applicable) individually.

Protect

OPIOIDS

i

Evidence*

test fires

add-more

Firearm*

Commercial Firearm: incl make, model, calibre, serial#

Seized*

yyyy/mm/dd

Info! Test fired ammunition will be subject to IBIS testing

test fires

firearm commercial

firearm other

firearm component

ammunition/components

other

remove all

Attachments (optional)

add file

remove all

i

Please be advised that for those cases being submitted to the Firearms & Toolmarks Unit where all items are being retained by the IBIS Unit, all empty packaging will be destroyed. Pertinent information such as seal numbers, will be recorded in the case record. On completion of the examination, an Evidence Transfer Receipt will be issued to the submitting agency that details those items being retained by the IBIS Unit.

For those cases where some items are being returned to the submitting agency and others retained by the IBIS Unit, empty packaging may be returned along with the returned items. Evidence Transfer Receipts will be issued detailing which items are being returned and which items are being retained by the IBIS Unit.

Test Fires

Evidence type pre-entered, add firearm information, seizure date, seizure location (source) and identifier.

Firearm commercial

Add firearm information under evidence, seizure date, seizure location (source) and identifier. Select services being requested. For SFI (IBIS) where agency cannot generate their own test-fires, select IBIS.

Firearm Other

Add information about homemade/improvised firearm being submitted. Include air guns used in an offence/where prohibition order against accused, modified firearms and homemade.

Firearm Component

This section is used to submit components of a firearm (i.e. suppressor, magazine).

Identifier*

i

Source*

i

remove

List each set of test fires (from each barrel where applicable) individually.

Protect

OPIOIDS

i

Evidence*

test fires

add-more

Firearm*

Commercial Firearm: incl make, model, calibre, serial#

Seized*

yyyy/mm/dd

Info! Test fired ammunition will be subject to IBIS testing

Identifier*

i

Source*

i

remove

Protect

OPIOIDS

i

Evidence*

Commercial Firearm: incl make, model, calibre, serial#

add-more

i

Seized*

seized on

Services*

classify

compare

IBIS

other

Operational*

Yes

No

U/K

Info! Commercial firearms are made in a factory and typically sold in a retail store. Submit magazine recovered with firearm where applicable.

Identifier*

i

Source*

i

remove

Protect

OPIOIDS

i

Evidence*

Firearm: include make, model, calibre, serial#

add-more

i

Seized*

seized on

Services*

classify

other

Operational*

Yes

No

U/K

Info! This is for home-made or improvised firearms and/or air guns

Identifier*

i

Source*

i

remove

Protect

OPIOIDS

i

Evidence*

enter description

add-more

i

Request*

enter examination request

test fires

firearm commercial

firearm other

firearm component

ammunition/components

other

remove all

Ammunition/components

Select evidence type from drop-down. Select service(s) as desired. For RAISE service – IBIS only. Ensure **each item** is individually listed. Include calibre if known in 'add-more'

Other

This option is available if you feel your evidence doesn't fit any existing category. If this is the case, I recommend reaching out to the Physical Sciences Advisor prior to submission.

Identifier*	exhibit# and/or seal#	<i>i</i>	Source*		<i>i</i>	remove
Protect	 OPIOIDS <i>i</i>					
Evidence*	- please select -					add-more
Services*	IBIS compare calibre classify					
Identifier*	exhibit# and/or seal#	<i>i</i>	Source*		<i>i</i>	remove
Protect	 OPIOIDS <i>i</i>					
Evidence*	enter description					add-more <i>i</i>
Request*	enter examination request					
test fires firearm commercial firearm other firearm component ammunition/components other remove all						

NOTE: For any firearm submissions involving a seized firearm (commercial, test fires, non-commercial) include the MAKE, MODEL, CALIBRE & SERIAL NUMBER in the description. If any of the information is unknown/defaced, state this (i.e. serial number unknown, serial number deface, no serial number, unk calibre etc.).

Important Notes

- Always include the **make, model, calibre,** and **serial number** for test fires, commercial firearms, and other firearms being submitted. If the serial number is defaced/absent, **state this** in the item description.
- For agency-generated test fires, the source should be the source of the firearm, not the location of the agency that produced the test fires. This is the same with the seizure date – list when the firearm was seized NOT when the test fires were generated.
- For seizure location – synopsis should clearly explain where firearm was found and be consistent with item source. For example, police seized firearm from accused's person/waistband/coat pocket upon arrest. Or, police found the firearm in the glove compartment while searching the vehicle (2025 Porsche ABCD 123).
- For agency-generated test fires:
 - Please use lead bullets for . 22 LR over copper washed bullets if available
 - For **revolvers**, please submit **BOTH** 3 x jacketed and 3 x unjacketed bullets and their cartridge cases where the bullets are commercially available
 - Revolver test fire **calibre exceptions**: . 22Short/Long/LR, .32 S&W/S&W Long, .38 S&W only three **lead** bullets required and their cartridge cases

Important Notes

- Always include the make, model, calibre, and serial number for test fires, commercial firearms, and other firearms being submitted. If the serial number is defaced/absent, **state this** in the item description.
- For agency-generated test fires, the source should be the source of the firearm, not the location of the agency that produced the test fires. This is the same with the seizure date – list when the firearm was seized NOT when the test fires were generated.
- For fired ammunition components, ensure **each item** is individually listed with a unique identifier that is written on the item packaging. For example, if fired cartridge cases are being submitted for our RAISE service, ensure each item's identifier is written on the small zip lock bag for each cartridge case.
- The 'add-more' field should be used where applicable to add calibre information or service requests. Please hover over the "I" button for more information.
- NOTE: For RAISE, if both cartridge cases and bullets/projectile fragments were recovered and the only service request is IBIS, only submit the fired cartridge cases initially. Each fired cartridge case/bullet/projectile must be packaged individually with its own identifier. These can then be packaged together in a single envelope and property bag (see Packaging Guidelines).
- Still have a question? Reach out to our scientific advisors at [**physical.sciences@ontario.ca**](mailto:physical.sciences@ontario.ca)

Once you have listed all your evidence, you are good to submit! Always double-check your identifiers and incident number prior to submission!



Then, go to “Submission History”. The submission status should show as “Uploading.” If this is your first submission, an email will be sent to you with a link to “Delivery Slip”. **Register.** Once your submission has been approved, it will change the status to accepted, if it requires manual review, it will say “Under Review.” Once approved, print your approval barcode in Delivery Slip and adhered to the outer packaging of your submission.

ALL EVIDENCE REQUIRES AN APPROVAL BARCODE TO BE SUBMITTED AT CFS. DO NOT DROP OFF/MAIL AN ITEM UNTIL YOU HAVE RECEIVED AN APPROVAL BARCODE. If dropping off in person, you will need to register for the Evidence Check in System on the available computers when you arrived.

For all RAISE (fired ammunition component) and agency-generated test fires, please follow our streamlined packaging guidelines to minimize processing delays upon item receipt at CFS.

EXHIBIT ITEMS	
Agency #: 18-1234	UCR: 1200
Occurrence Date: April 5, 2018	
Calibre: 9mm Luger	
# of cc: 7	# of proj.: 0
CFS USE ONLY	
CFS Case#:	Rifling:
F/P shape: Circ / Rect / Glock	
Min # of F/A:	
Items ID'd to each other:	

NOTE: The UCR field will be completed by CFS Staff.

TEST FIRES	
Agency #: 17-12345	
Seizure Date: Oct. 23, 2017	
UCR: 1100	
Calibre: 40S&W	
Firearm:	
Make: Glock	Serial #: 123US
Model: 17	
Type: Handgun	Action: SemiAuto
CFS USE ONLY	
CFS Case#:	Rifling:
F/P shape: Circ / Rect / Glock	
LIMS #:	

For more information, please check out these resources:

- Technical Info Sheets:
<https://cfswebsite-e7dab6e5eeang0ek.canadacentral-01.azurewebsites.net/docs/technical-sheets/firearms-toolmarks>
- Firearms Submission Guidelines includes label templates:
<https://cfswebsite-e7dab6e5eeang0ek.canadacentral-01.azurewebsites.net/docs/investigators-handbook>
- Instructional videos:
<https://cfswebsite-e7dab6e5eeang0ek.canadacentral-01.azurewebsites.net/instructional-videos>