

GENERAL INSTRUCTIONS:

- **PLEASE PRINT LEGIBLY.**
- **Please fill out the requisition form COMPLETELY. Delays in processing the specimen or reporting results may occur if information is incomplete.**
- **Each specimen submitted to the Public Health Laboratories (PHL) must be clearly marked with at least two unique identifiers for positive identification.**
- **Send specimens to the PHL as soon as possible to help ensure valid test results.**
- **All specimens being shipped must meet DOT(Department of Transportation) and US Postal Service regulations. It is the shippers responsibility to ensure that packages being shipped meet these regulations. Copies of the regulations can be obtained by contacting the Postal Service at [Http://a257.g.akamaitech.net/7/257/2422/01jan20061800/edocket.access.gpo.gov/2006/e6-18062.htm](http://a257.g.akamaitech.net/7/257/2422/01jan20061800/edocket.access.gpo.gov/2006/e6-18062.htm)**
- **Specimens mailed with insufficient postage will not be delivered by the Postal Service.**
- **This form replaces:**

Virus Examinations	Form Number
Request for Antibodies to HIV	DOH302-002A
Syphilis Serology	DOH302-001
	DOH 302-606
- **Do NOT use this form for any requests other than for the HIV, Serology and Virology laboratories. Do NOT use this form to submit specimens for Rabies. Separate forms are available by calling (206) 418-5579. Using the incorrect form may delay processing of the specimen.**
- **To obtain additional requisition forms or collection kits, please contact the PHL Mail Room at (206)418-5579.**
- **Send Blood and Serum at refrigerator temperatures**