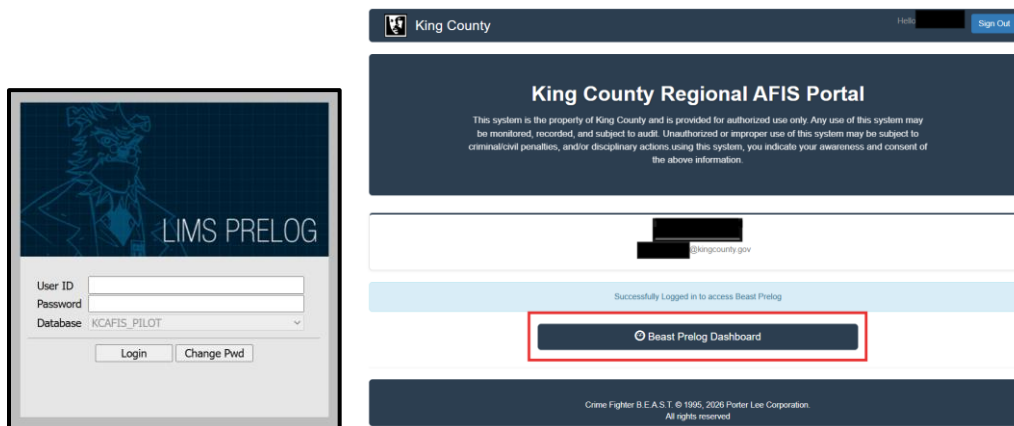


What is Prelog?

Prelog is a web based application that allows KCSO and Non-KCSO agencies to pre-log evidence submission information via a secure website prior to delivering their evidence to the KC AFIS Lab. Along with the ability to pre-log evidence submission information, agencies are also able to query the status of the evidence being processed in the laboratory, request/receive disseminations and download the official AFIS Comparison Report.

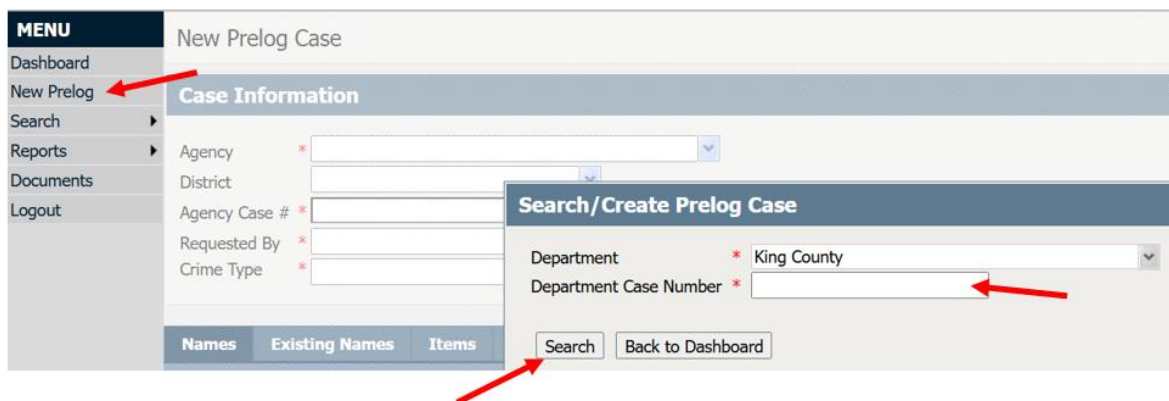
Login:



The image shows two screenshots. The left screenshot is the LIMS PRELOG login page, featuring a user ID and password input field, a database dropdown menu set to 'KCAFIS_PILOT', and 'Login' and 'Change Pwd' buttons. The right screenshot is the King County Regional AFIS Portal dashboard. It includes a 'Sign Out' button, a disclaimer about system ownership, a user profile section, a 'Successfully Logged in to access Beast Prelog' message, and a 'Beast Prelog Dashboard' button highlighted with a red box. The footer mentions 'Crime Fighter B.E.A.S.T. © 1996, 2006 Porter Lee Corporation. All rights reserved.'

Create New Case:

Click <New Prelog> and Enter Case#, <Search>:



The image shows the 'New Prelog Case' form. On the left is a 'MENU' sidebar with options: Dashboard, New Prelog (highlighted with a red arrow), Search, Reports, Documents, and Logout. The main form has a 'Case Information' section with fields for Agency, District, Agency Case #, Requested By, and Crime Type. Below this is a 'Search/Create Prelog Case' section with a 'Department' dropdown set to 'King County' and a 'Department Case Number' input field (highlighted with a red arrow). At the bottom are 'Search' and 'Back to Dashboard' buttons. A red arrow points to the 'Search' button.

You should see “No Local Results Found”, Click <Create Prelog> button:

AFIS PRELOG – Quick Case Create Guide

Search/Create Prelog Case

Department * King County

Department Case Number * KC25123456

No local results found.

- If the case opens already created, go to full manual section 5 – Editing a Case.

Case Entry Screen:

- Fill out all required (*) fields, ***KCSO needs District as well.***

NEW MENU

- Dashboard
- New Prelog
- Search
- Reports
- Documents
- Logout

New Prelog Case

Case Information

Agency * King County

District * Z2 - ZCT 2

Agency Case # * XXCM260010

Send Report To * [Add Officer](#)

Request Date * 04/30/2026

Crime Type * Carjacking

Category Major Crime

Add a Name Tab (Optional):

- Name tab: add as much info as you can.

New Prelog Case

Case Information

Agency * King County

District * C5 - PCT 2

Agency Case # * KC25123456

Requested By * Bill Hicock[BH@DEADWOODPD.COM] [Add Officer](#)

Crime Type * Carjacking

Category Major Crime

Names **Items**

Name Type *	Last Name *	First Name	Middle Name	Suffix	Date of Birth	AFIS #	SID #	FBI #	Comments
X									
X									

Add Evidence Items Tab (Required):

- Required for case entry.
- Fill out mandatory fields * at a minimum.

Names		Items						
Dept.	Item # *	Category *	Item Type *	Priority	Attach	Quantity *	Description	DNA
X				?	X			
X				?	X			

- **Dept Item #:** *Your* in-house item #.
- **Category:** General class of evidence (physical evidence, LPCs, digital images).
- **Item Type:** Specific evidence type (Firearm, bike, knife, latent lift card, tool, computer,...).
- **Priority (optional):** *Item* priority ASAP/Rush: (subject to Latent Supervisor approval).
 - ASAP: No O.T. authorized, put in front of line.
 - Rush: O.T. possibly authorized, worked immediately.
 - ** Must include valid reason for upgrading status of case.
- **Attach:** Don't Use - Image attachment moved to the end of the process.
- **Quantity:** Number of evidence items *inside* packaging.
- **Description:** Enter details such as Make, Model, Serial #, Brand, color.
- **DNA:** (optional): 3 services – see Full Manual pg.16 for descriptions.
 - CA Fume + DNA Swab - NO CHEMICALS.
 - DNA Swab and Chemical Processing.
 - Preserve for DNA Processing - CA ONLY.
- Click <**Continue**>

Service Requests:

- Verify Send Report to info.
- Click <**Continue**> again.
- **Comment Box:** (Optional) You can request elevated case priority here (ASAP/Rush + Reason), or any other case info we might need.
- Click <**Continue**>
- Select a Service Request type:

AFIS PRELOG – Quick Case Create Guide

Create Request				Select Services	
Item Information				Latent Units	
Item	Description	At Lab	Already Requested	(LPEXAM) Latent Print Examination	(LPPROC) Evidence Processing
BH01	Latent Print Card(s) - LPCs	N		☒	☐
BH02	Firearm - GLOCK 23, SER# 12345678	N		☐	☒

- **(LPEXAM):** Anything that needs fingerprints directly compared: LPCs, photos of crime scene fingerprints, or images containing ridge detail on hands.
- **(LPPROC):** Any item that needs chemical processing and/or DNA swabs.
- ***Click only one box per item** - if prints are developed on your items in the lab, they will automatically be routed to the office for print comparison work.
- Ignore the blue box at the bottom of the screen during initial case entry.
- Click **<Continue>**.
- **Image attachments:** Click “Attach files to this request”. Navigate to the image location, click “Open”, Describe your item or can delete your image.
- Click **<Complete>**.
- Your Prelog Service Request Form will pop up – print & submit with your evidence.
- You are done!

Online Prelog manuals and videos:

[AFIS Partner Agencies - King County, Washington](#)

Questions on How to Use Prelog?

Contact AFIS Latent Admin Unit:

206-263-2730

afislau@kingcounty.gov

Questions About Your Login?

Contact your agency IT Group Owner for Login.kingcounty.gov