



DNA Data Bank Buccal Sample Collection and Submission - New WHITE Collection Kit

Updated April 2019



Before Collecting Buccal Sample

- Virginia law requires you to verify that a sample has not previously been taken from the subject by accessing the “LIDS DNA sample tracking” application on the State Compensation Board website:

www.scb.virginia.gov/DNA/dnalogin.cfm

- **LIDS DNA Sample Tracking login credentials:**
 - User ID (agency ORI number)
 - Password (agency VCIN mnemonic)

Checking LIDS DNA Sample Tracking Application

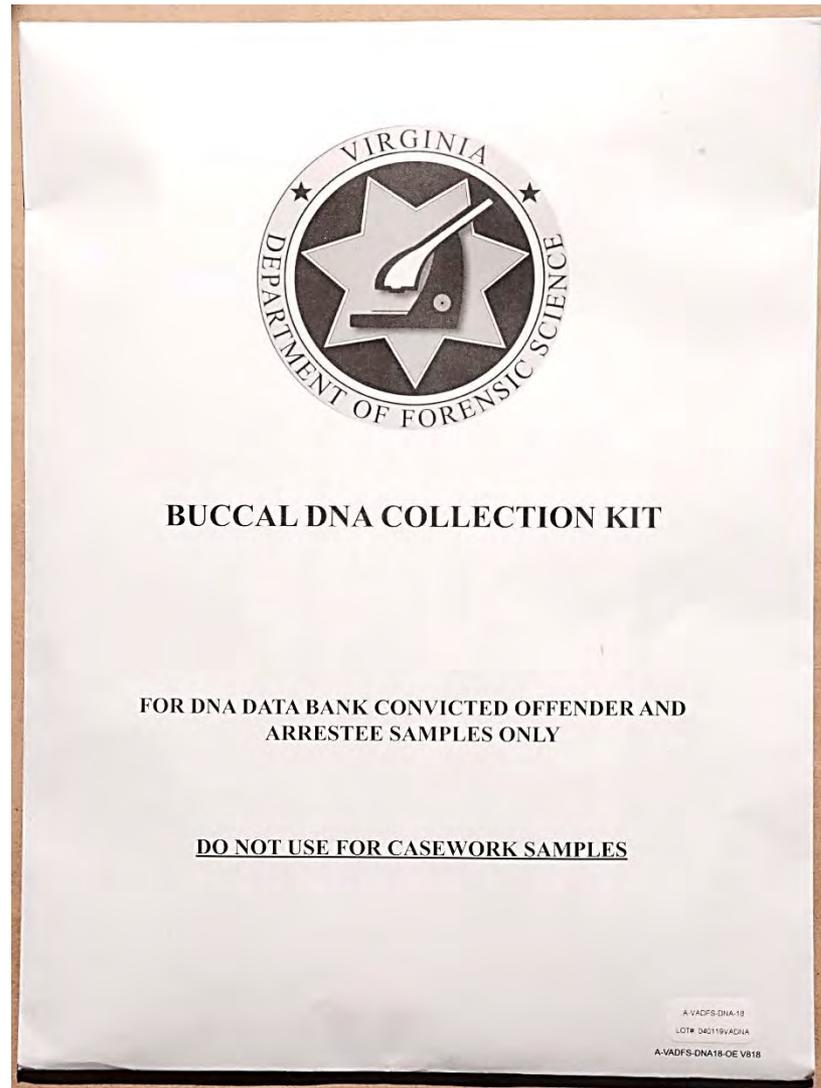


- Conduct a search using the subject's name or social security number
 - Use name, SSN and any aliases if no match is found for subject from your initial search
- If a match is made, verify that other identifying information is correct
- If a match is verified, you should NOT take an additional sample

Only DNA Data Bank Samples Should Be Collected Using This Kit

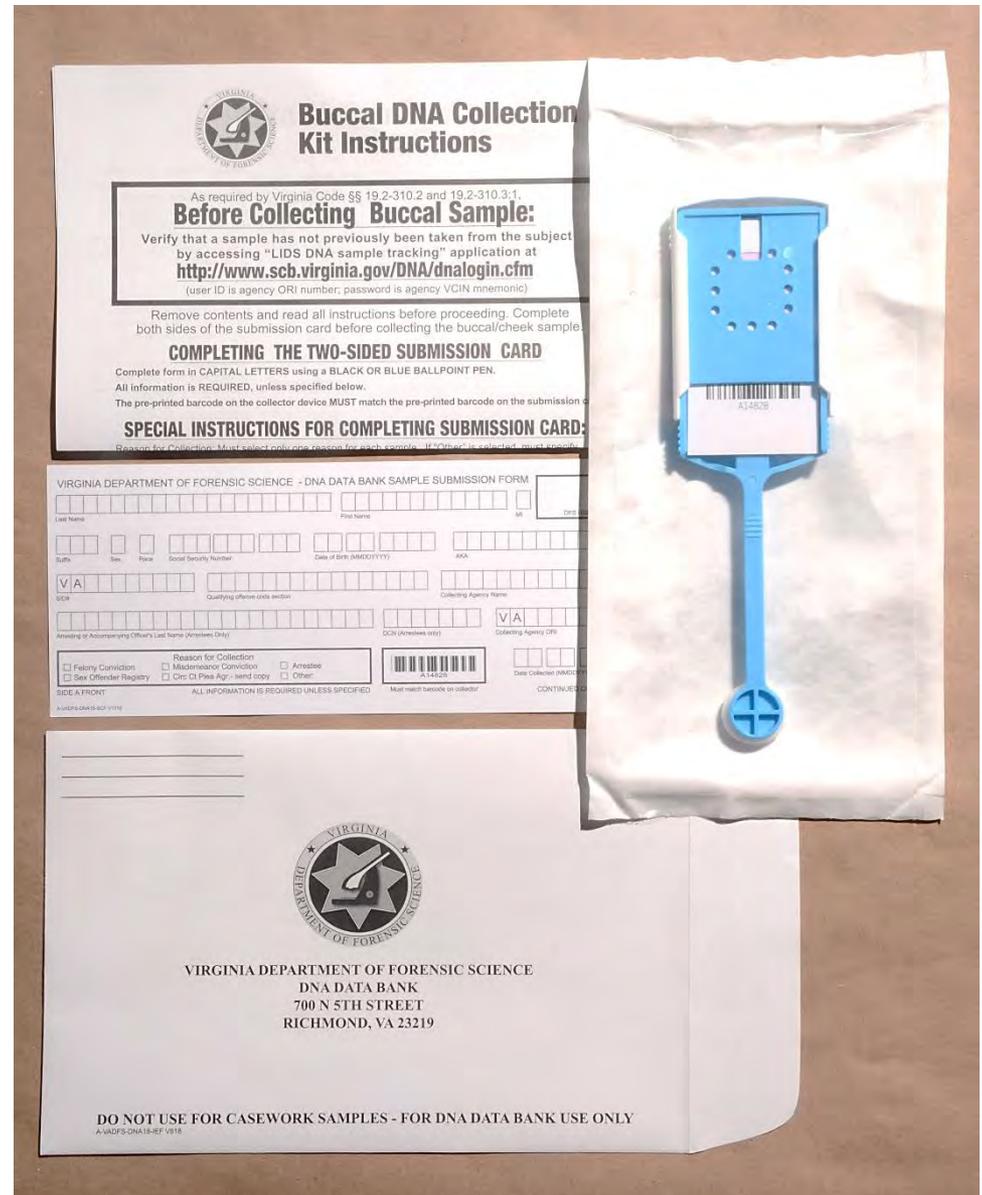


- Once you confirm a sample is required from the person after checking LIDS, you may open the kit



Contents of kit

- Instruction sheet
- 2-sided submission form
- Buccal collector
- Addressed return envelope



Completing the Submission Form – Side A Front



- Last Name, First Name, MI
- Suffix, Sex, Race, Social Security Number
- Date of Birth, AKA information

VIRGINIA DEPARTMENT OF FORENSIC SCIENCE - DNA DATA BANK SAMPLE SUBMISSION FORM

Last Name															First Name										MI	DFS USE ONLY
Suffix			Sex	Race	Social Security Number					Date of Birth (MMDDYYYY)			AKA													

Completing the Submission Form – Side A Front



Required Fields for Arrestee Samples –

- Arresting Officer's Last Name
- DCN (printed on the fingerprint card or assigned by LiveScan)

The image shows a portion of a submission form with the following fields and instructions:

- SID#**: A grid of boxes for the Submission Identification Number.
- Qualifying offense code section**: A grid of boxes for the offense code.
- Arresting or Accompanying Officer's Last Name (Arrestees Only)**: A long grid of boxes for the officer's name.
- DCN (Arrestees only)**: A grid of boxes for the DCN.
- Reason for Collection**: A box containing several checkboxes:
 - Felony Conviction
 - Sex Offender Registry
 - Misdemeanor Conviction
 - Circ Ct Plea Agr.- send copy
 - Arrestee
 - Other:
- Barcode**: A barcode with the alphanumeric code **A14828** below it.
- ALL INFORMATION IS REQUIRED UNLESS SPECIFIED**: A central instruction.
- Must match barcode on collector**: A note below the barcode.

At the bottom left, the form is labeled **SIDE A** and **A-VADFS-DNA18-SCF V1018**. A **Date** field is partially visible on the right.

Completing the Submission Form – Side A Front



Reason For Collection – Required for All Samples

- You must specify reason sample is being collected
- If “Other” is reason, you must explain in space provided

Arresting or Accompanying Officer's Last Name (Arrestees Only)		DCN (Arrestees only)
Reason for Collection <input type="checkbox"/> Felony Conviction <input type="checkbox"/> Misdemeanor Conviction <input type="checkbox"/> Arrestee <input type="checkbox"/> Sex Offender Registry <input type="checkbox"/> Circ Ct Plea Agr.- send copy <input type="checkbox"/> Other:		 A14828
SIDE A FRONT	ALL INFORMATION IS REQUIRED UNLESS SPECIFIED	Must match barcode on collector
A-VADFS-DNA18-SCF V1018		

Completing the Submission Form – Side B Back



<hr/> <p>Printed name of Subject</p>	<p>For questions concerning DNA collection, please contact:</p> <p>Virginia DNA Data Bank (804) 786-3789 fax (804) 786-9985</p> <p>Additional guidance is available at www.dfs.virginia.gov</p>	
<hr/> <p>Sample Collected by PRINT NAME</p>		<p>RIGHT THUMB</p>
<hr/> <p>Collector's Signature Date</p>		
<p>SIDE B BACK ALL INFORMATION IS REQUIRED</p> <p><small>A-VADFS-DNA18-SCB V1018</small></p>		<p>LEFT THUMB</p>

- Use blue or black ink
- Print legibly

Completing the Submission Form – Side B Back



REQUIRED:

- Printed name of subject
- Printed name and signature of person collecting sample
- Date of sample collection

Printed name of Subject	
Sample Collected by	PRINT NAME
Collector's Signature	Date

For question collection

Virginia
(800)
fax (800)

Additional
&
www.

SIDE B BACK
A-VADFS-DNA18-SCB V1018

ALL INFORMATION IS REQUIRED

Completing the Submission Form – Side B Back



Thumbprints of Subject

- User agency must provide ink pad
- Press subject's left thumb on ink pad, then press (DO NOT ROLL) in correct box
- Repeat with right thumb

For questions concerning DNA collection, please contact:

Virginia DNA Data Bank
(804) 786-3789
fax (804) 786-9985

Additional guidance is available at
www.dfs.virginia.gov

RIGHT THUMB

LEFT THUMB

Collecting the Buccal Sample



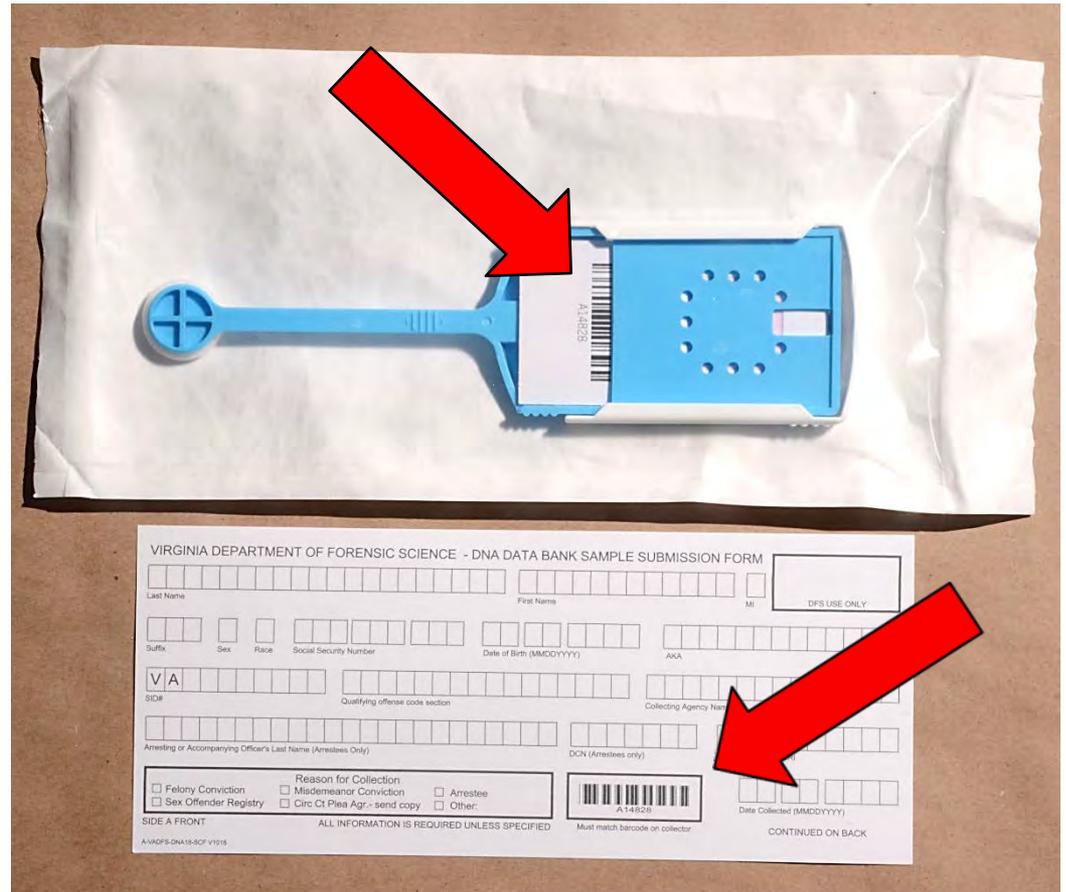
- Before beginning to collect the swab, put on disposable gloves (not provided in kit)
- Check subject's mouth and remove any foreign material
 - Do not remove tongue/mouth piercing, false teeth, etc.

Collecting the Buccal Sample



****IMPORTANT****

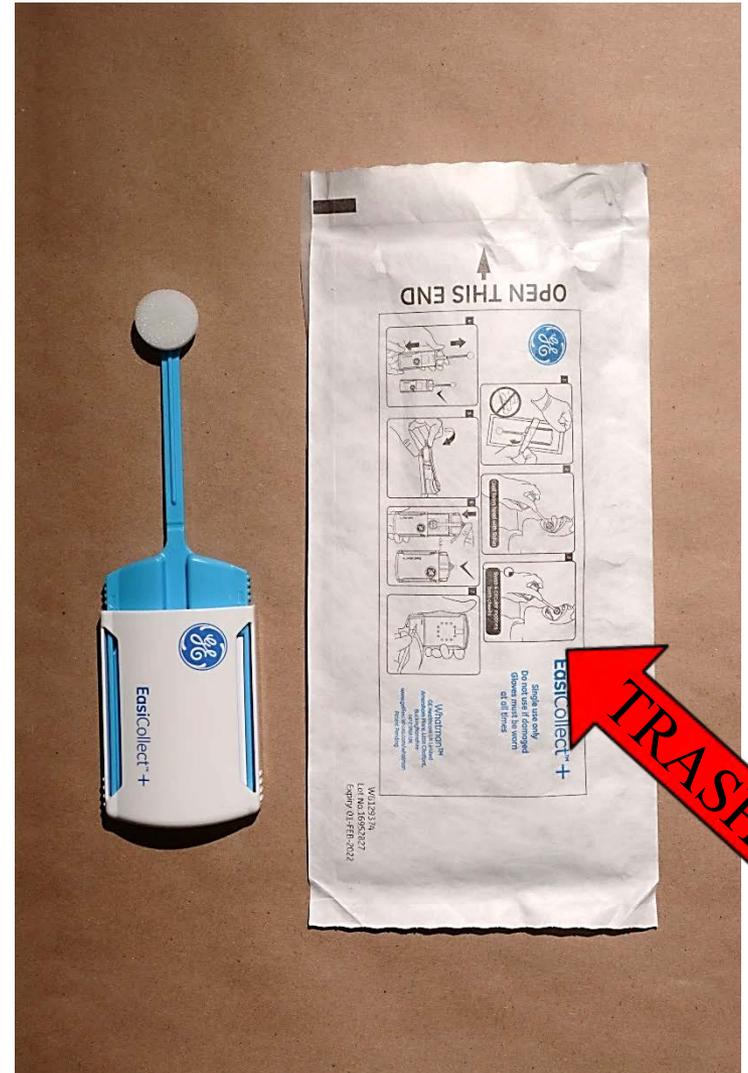
- Barcode label on swab device MUST match barcode label on the Submission Form - Side A Front



Collecting the Buccal Sample



- Remove buccal collector from wrapper
- ****IMPORTANT**** – **Discard plastic wrapper** – do NOT use to send sample to the DNA Data Bank
- The DNA sample needs to dry after collection and will not dry if enclosed in plastic wrapper



Collecting the Buccal Sample



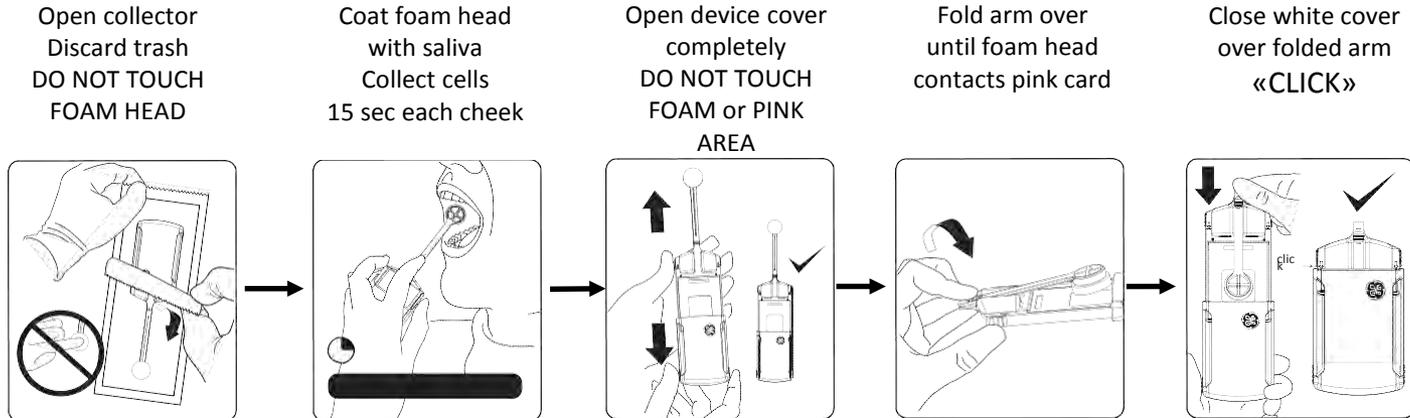
****IMPORTANT****

Do NOT touch foam head

This may cause contamination



Collecting the Buccal Sample



Instructional video can be found here:

<https://www.youtube.com/watch?v=xC5ibbdaqmA>

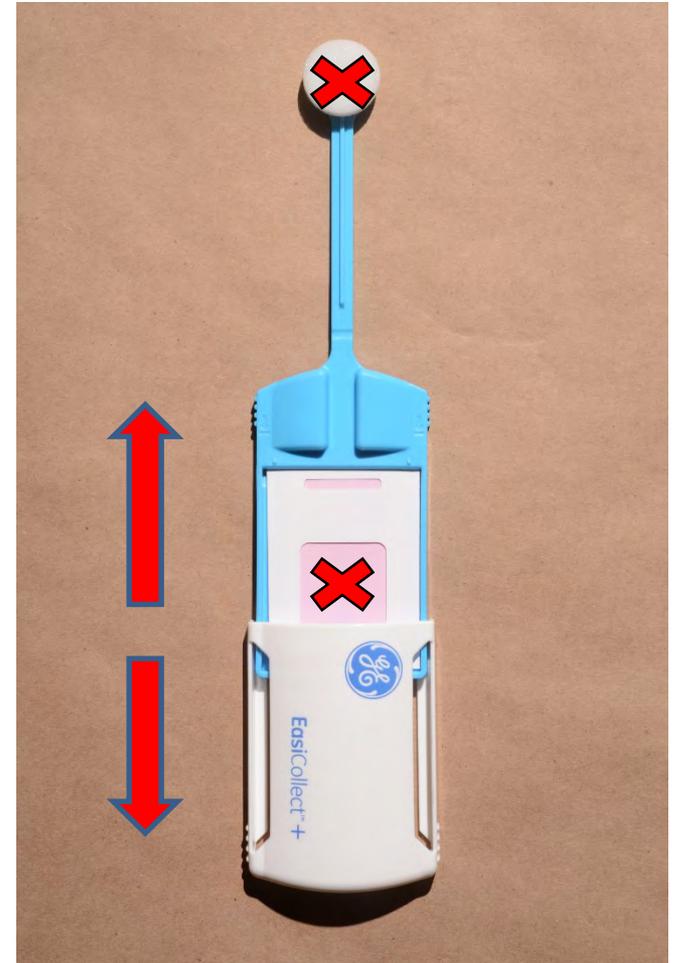
After Collecting the Buccal Sample



- Pull open the device cover completely

****IMPORTANT****

Do NOT touch foam head or pink paper as this may cause contamination



After Collecting the Buccal Sample



- Fold arm over until foam head contacts the pink card
- Close the white slider cover over the folded arm until it <<CLICKS>>



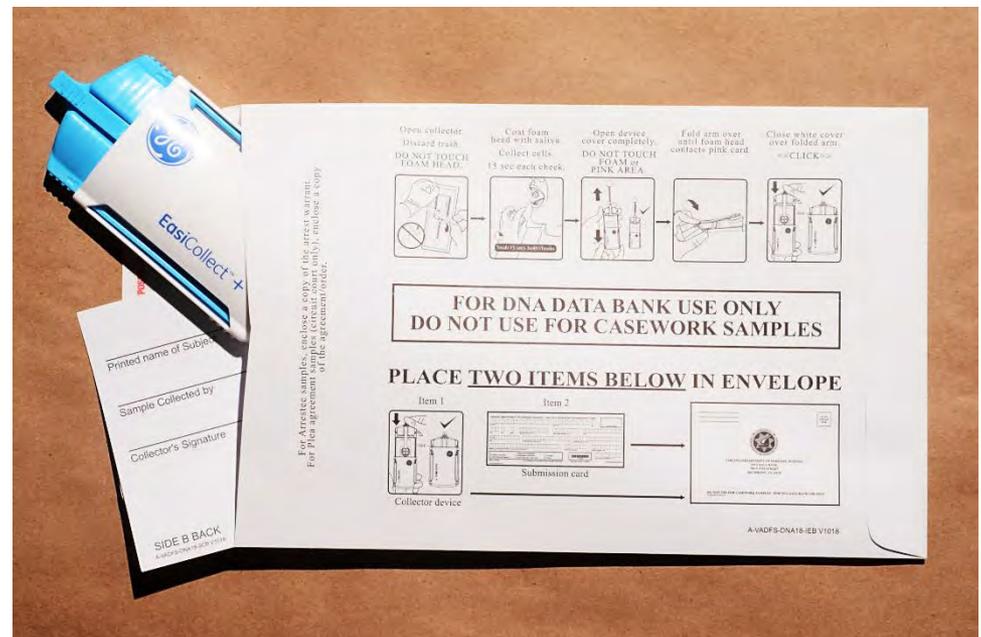
After Collecting the Buccal Sample



- Place the collector device and the submission form into the return envelope
- Place any other paperwork enclosures in the envelope and seal

****IMPORTANT****

Pre-printed barcodes
on collector device
and submission form
MUST match



Be Sure to Enclose . . .



For Arrestee samples

- Ensure a copy of the arrest warrant for the qualifying offense is placed in envelope before sealing

For Plea Agreement samples (circuit court only)

- Ensure a copy of the plea agreement is placed in envelope before sealing

Submitting Kit to the DNA Data Bank

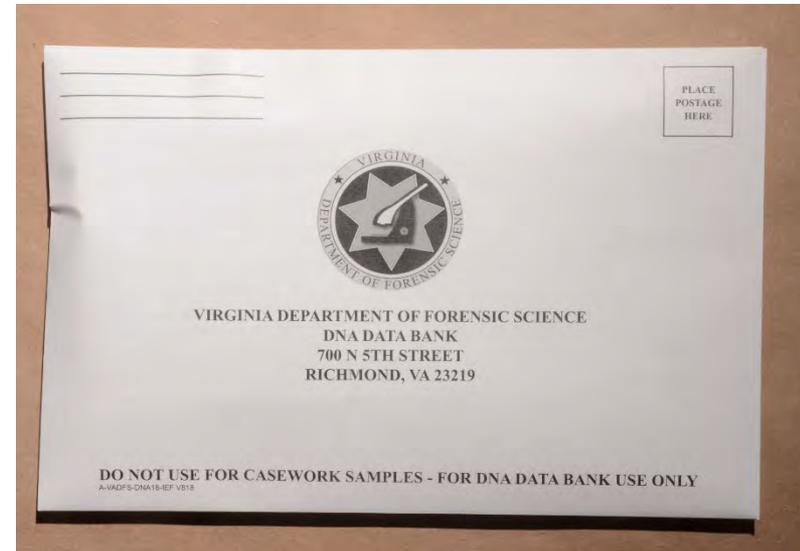


- Sealed storage envelope must be returned to the Department of Forensic Science within 15 days of collection
- **Two ways to return samples:**
 - Mail to the DNA Data Bank (using mailing label included in kit); OR
 - Hand deliver to the nearest DFS laboratory
 - Manassas, Norfolk, Richmond, Roanoke

Returning Collected Kit Via Mail



- If mailing a single sealed kit, be sure to affix proper postage and provide return address
- Multiple sealed kits may be enclosed and returned in a single mailing envelope (not provided)



Common Errors



- **Failure to completely fill in all subject information**
 - Front and Back of submission form must be completely filled in
- **Barcode on buccal collector does not match barcode on submission form**
 - Pre-printed barcodes on both items must match
- **Buccal collector is enclosed in plastic wrapper**
 - Discard the plastic wrapper that the collector came in – do NOT use it to return the swab to the DNA Data Bank
 - DNA swab needs to dry while in transit to the lab



Common Errors

- **Failure to enclose required paperwork**
 - Arrest warrant (Arrestee samples)
 - Copy of circuit court plea agreement (Plea Agreement samples)
- **Failure of person collecting sample to print and sign name in “Sample Collected By” section**
- **Failure to return sample within 15 days of collection**
- **Failure to collect thumbprints**
- **Failure to write legibly**

DNA Data Bank Resources



- Each kit contains an instruction sheet
- This sheet contains further information explaining the collection of buccal DNA samples for the DNA Data Bank



Buccal DNA Collection Kit Instructions

As required by Virginia Code §§ 19.2-310.2 and 19.2-310.3-1:
Before Collecting Buccal Sample:
Verify that a sample has not previously been taken from the subject by accessing "LIDS DNA sample tracking" application at <http://www.scb.virginia.gov/DNA/dnalogin.cfm>
(user ID is agency ORI number; password is agency VCIN mnemonic)

Remove contents and read all instructions before proceeding. Complete both sides of the submission card before collecting the buccal/cheek sample.

COMPLETING THE TWO-SIDED SUBMISSION CARD

Complete form in CAPITAL LETTERS using a BLACK OR BLUE BALLPOINT PEN.
All information is REQUIRED, unless specified below.
The pre-printed barcode on the collector device MUST match the pre-printed barcode on the submission card.

SPECIAL INSTRUCTIONS FOR COMPLETING SUBMISSION CARD:

Reason for Collection: Must select only one reason for each sample. If "Other" is selected, must specify reason for sample collection.

Qualifying Offense Code: Located on the arrest warrant. Include periods, dashes, colons and parentheses and use a separate box for each. Print one character per box, leaving unused boxes empty.

Arresting or Accompanying Officer: Complete for arrestee samples only.

DCN (document control number): Printed on the subject's fingerprint card or assigned by Live Scan. Complete for arrestee samples only.

TAKING THUMBPRINTS (SIDE B OF SUBMISSION CARD)

1. User agencies must provide ink pad.
2. Press subject's left thumb on ink pad, then press in box on form labeled "LEFT THUMB".
Do not roll subject's thumb. Follow using right thumbprint in the appropriate box.

SUBMITTING KIT TO THE DEPARTMENT OF FORENSIC SCIENCE

1. Place the following **TWO** items into the submission envelope: the submission card (both sides completed) and the buccal collector device.
2. For arrestee samples, ensure copy of arrest warrant for the qualifying offense is placed in submission envelope before sealing. For samples ordered by a Circuit Court pursuant to a plea agreement, ensure a copy of the plea agreement/order is placed in the submission envelope before sealing.
3. Do NOT enclose the DNA sample in plastic. Samples need to air dry during shipping to preserve the DNA.
4. Affix proper postage and return sealed submission envelope to the Department of Forensic Science within 15 days of collection. Multiple submission envelopes may be placed into a larger shipping envelope (if provided) and returned to the Department of Forensic Science. For hand-delivery, take to nearest Department of Forensic Science laboratory.

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DNA Data Bank Resources

<https://www.dfs.virginia.gov/laboratory-forensic-services/dna-databank/resources/>

DNA Data Bank Hours:

Monday – Friday 8:00 a.m. – 5:00 p.m.

Phone: 804-786-3789

Fax: 804-786-9985