

**Virginia Department of Forensic Science  
Physical Evidence Recovery Kit  
(PERK) Tracking System**

**Login Instructions for  
Authorized Personnel**



## **Introduction**

### **PERK Tracking System Overview**

The PERK Tracking System was developed and implemented by the Virginia Department of Forensic Science (DFS) through a federal Sexual Assault Kit Initiative Grant obtained by the Virginia Office of the Attorney General.

The PERK Tracking System is a web-based application that can be accessed from any device that is connected to the internet. The status and location of PERKs are tracked using each PERK's unique PERK ID/Barcode #. No personal identifying information is entered into the system.

The System provides interfaces for four different user types: collection sites, law enforcement, anonymous kit storage facility (the Division of Consolidated Laboratory Services or DCLS), and DFS (forensic laboratory). Dependent on their agency type, users log actions in the System, such as the receipt of a kit, the collection of a kit, and the transfer of a kit to another agency. In order to access the System, users must be assigned a user ID and password by their Agency Site Administrator. Agencies can establish a new site administrator account by contacting the PERK Tracking System Coordinator at DFS.

### **Victim Access**

Virginia's PERK Tracking System includes a Victim Portal, which allows a victim to use the System to view information regarding the status and location of his/her PERK.

Victims of anonymous PERKs (collected from victims of sexual assault who elect at the time of the examination not to report the offense to law enforcement) may access the System through the Victim Portal by entering their unique PERK ID number, which should be provided to them at the time of examination. Victims who elect to report the offense to law enforcement will be required to enter a PIN, in addition to their kit's unique PERK ID, to access the System. The victim must obtain the PIN from the investigating law enforcement agency, which can use the Tracking System to generate a PIN for a victim, provided it has determined that victim access to the System will not interfere with the investigation or prosecution of the offense.

The Victim Portal also contains contact information for victim helplines and other victim resources.

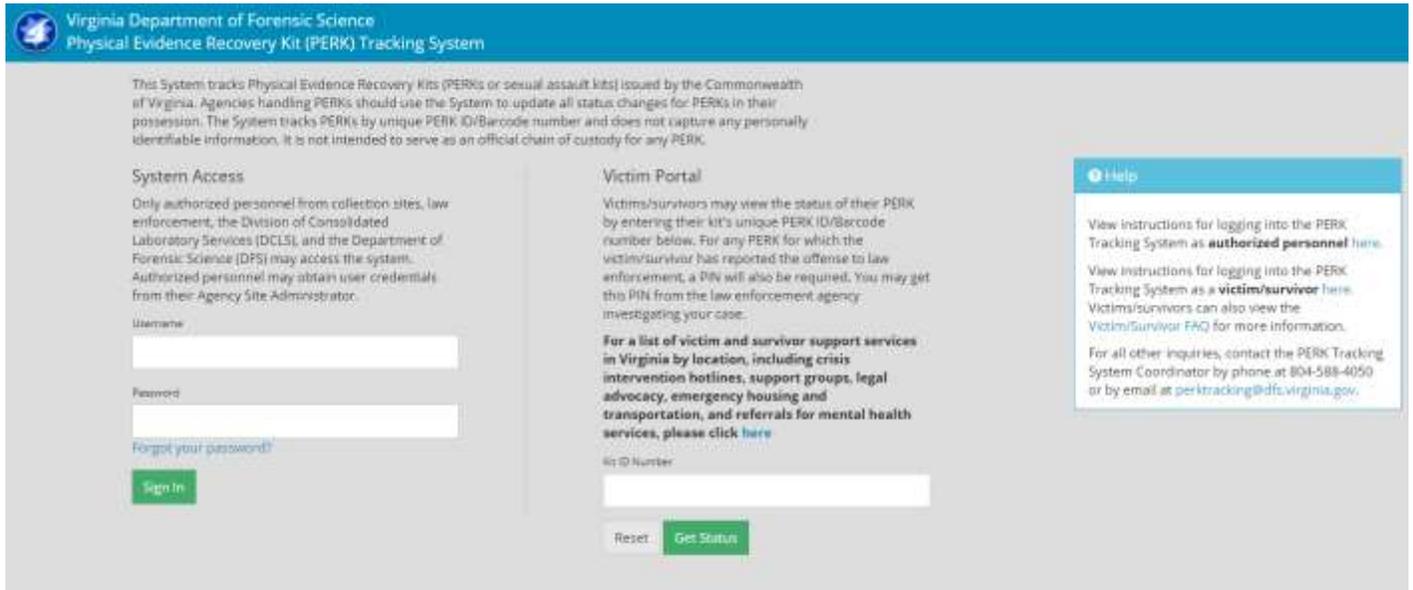
### **Opportunities for Data Collection**

The PERK Tracking System will allow DFS to track data statewide on its use and agencies' compliance with the requirements of the comprehensive PERK legislation enacted in 2016.

User agencies will be able to access data on kits handled by their agency, including the status of kits currently in the agency's custody and a history of the actions performed on PERKs entered into the System by their agency.

## Accessing the System: Authorized Personnel

Navigate to the PERK Tracking System login page at: <https://perk.dfs.virginia.gov>



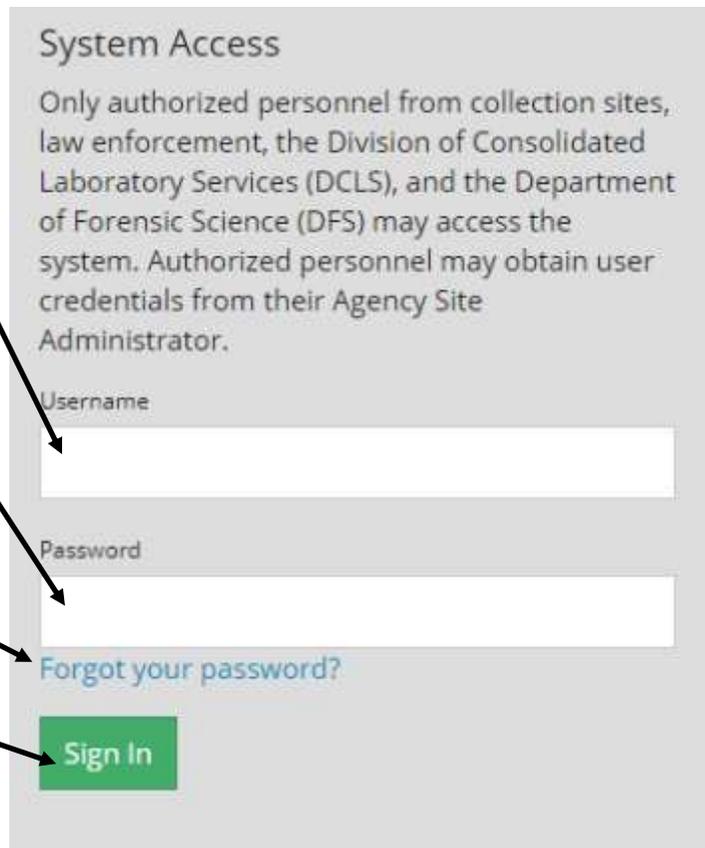
Prior to logging into the System, you must have obtained a username and password through your Agency Site Administrator. Once you have your username and password, you can log in on the PERK Tracking System login page.

**Step 1:** Enter the email address you used to register for the System in the “Username” field.

**Step 2:** Enter the password you chose upon registering with the

**NOTE:** If you do not remember your password, you can reset it by clicking on the “Forgot your password?” link.

**Step 3:** Click the “Sign In” button. If you entered the correct username (email address) and password, you will be navigated to your User Homepage.



**For System Support or  
Additional Information**

Contact the PERK Tracking System Help Desk:

**[perktracking@dfs.virginia.gov](mailto:perktracking@dfs.virginia.gov)**

**(804) 588-4050**