

NATIONAL MISSING PERSONS PROGRAM

Advancing Justice Through DNA Technology

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Instructions for Collection

- Oral swabs are collected from the relatives of missing persons for DNA analysis and entry into the Combined DNA Index System (CODIS) for missing persons.
- Prior to the collection of a sample from a maternal and/or closely related biological relative of a missing person, a voluntary *Consent for Collection, Testing and CODIS Entry Form* **must** be completed.
- Oral swab samples are used for both mitochondrial and nuclear DNA analysis.
- **All submissions require a NamUs registration number.**

NOTE: The family member's sample is collected and submitted by law enforcement personnel **ONLY**. **Use one kit per individual family member collected. Please follow instructions carefully.**

STEP 1 Open Collection Kit, remove and verify enclosed materials with the Family Reference Collection Kit Contents Form.

- A. Complete the information on the *Missing Person and Family Reference Sample Information Form*.
- B. Have the family member circle their relationship to the missing person on the family tree located on the *Missing Person and Family Reference Sample Information Form*.
- C. Have the family member read the *Consent for Collection, Testing, and CODIS Entry Form*.
- D. If they verbally agree to the sample collection, proceed to STEP 2.

STEP 2 Cheek cell samples are collected from the individual providing the family reference sample by Law Enforcement Agent.

- A. Law Enforcement Agent must wear gloves (provided) throughout the collection and packaging process.
- B. Have the **family member** print their name on each of the four swab labels.
- C. Do not allow the swab head to touch any other surface other than the inner cheek of the family member.
- D. Open one sterile swab package at a time.

(Over please)

- E. Remove one swab and rub the inside portion of the right cheek firmly for 20 strokes. (A stroke is defined as an up and down movement of the swab firmly in contact with the cheek).
- F. Place a label (containing the name of the donor) on the stick end of the swab.
- G. After attaching a label to the swab, place into the swab collection pouch.
- H. Repeat steps “E” through “G” using a second swab on the inside portion of the right cheek.
- I. Repeat steps “E” through “G” using a second set of swabs on the left side of cheek.
- J. After all four swabs have been placed into the swab collection pouch; remove the adhesive cover strip and seal.
- K. After sealing, have the **family member** print their name on the collection pouch. The Law Enforcement Agent then initials and dates the swab collection pouch.
- L. Have the **family member** sign and date the *Consent for Collection, Testing and CODIS Entry form*
- M. The Law Enforcement Agent collecting the samples must date and sign the *Consent for Collection, Testing and CODIS Entry form*

STEP 3 The Law Enforcement Agent must complete the Family Reference Sample Evidence Registration Form ensuring that both the *Evidence Submitted* and *Chain of Custody* sections contain all the required information.

STEP 4 Packaging and shipping of samples in the prepaid mailing envelope.

- A. The Law Enforcement Agent places the sealed swab collection pouch containing the four swabs into the prepaid mailing envelope along with the completed collection and consent forms.
- B. Remove the tab covering the adhesive strip on the prepaid mailing envelope flap and seal the flap. ***Make sure the prepaid mailing envelope is properly sealed and mail the envelope containing the samples within 24 hours from time of collection.***
- C. The Law Enforcement Agent completes the *Family Reference Sample Tracking Form* and faxes it to **800-221-3515** to notify lab of sample shipment.

Law Enforcement agencies should keep a copy of this form for confirmation of evidence submission and for case tracking.

**FOR QUESTIONS ON EVIDENCE COLLECTION OR
SUBMISSION, PLEASE CALL 1-800-763-3147**