

# PRESIDENT'S

# DNA

## INITIATIVE

*Advancing Justice Through DNA Technology*

NATIONAL MISSING PERSONS PROGRAM

## Instructions

- Oral swabs are collected from the relatives of missing persons for DNA analysis and entered into the National Missing Persons Database (NMPDD).
- 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 will be used for both mitochondrial and nuclear DNA analysis.
- **All submissions should include a NCIC number.**

**Note:** The family member's sample should be collected and submitted by law enforcement personnel only. **Use one Kit per individual family member collected.** Please follow all instructions very carefully.

**STEP 1 Law Enforcement Agent should open Collection Kit, remove and verify enclosed materials with Family Reference Collection Kit Contents Form.**

- A. Complete the information on the *Relationship of Family Member to Missing Person Form*.
- B. Have the family member circle their relationship to the missing person on the family tree located on the *Relationship of Family Member to Missing Person 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 to be 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). **Do not remove the sleeve from swab handle.**
- 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 clear strip to expose adhesive and then seal the open side of the swab collection pouch.
- K. After sealing, the Law Enforcement Agent should initial and date 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 and CODIS Entry Form*.

**STEP 3 Law Enforcement Agent must complete the Family Reference Sample Evidence Registration Form insuring 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 should place the sealed swab collection pouch containing the four swabs into the prepaid mailing envelope along with the completed four part collection form.
- 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 then mail the envelope within 24 hours from time of collection.***
- C. The Law Enforcement Agent should then complete the *Family Reference Sample Tracking Form* and fax 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**