



**Forensic Services
DNA Database Sample Kit Collection Instructions**

Prior to collecting samples, make sure this offender is not already on file in the Idaho Criminal History Database.

When you run the criminal history on an Idaho State Identification Number, at the top it will have "CODIS ENTRY COMPLETED BY IDAHO STATE POLICE FORENSIC SERVICES" if a sample is already completed for the offender.

THIS RECORD MAY BE USED ONLY FOR CRIMINAL JUSTICE PURPOSES AS DEFINED BY THE FEDERAL BUREAU OF INVESTIGATION, IDAHO CODE CHAPTER 67, TITLE 30 AND IDAHO CODE CHAPTER 52, TITLE 19.

AN ARREST WITHOUT DISPOSITION IS NOT AN INDICATION OF GUILT.

* * IDAHO CRIMINAL HISTORY * *

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IDENTIFICATION

CODIS ENTRY COMPLETED BY IDAHO STATE POLICE FORENSIC SERVICES

Alternatively, you can call the Meridian laboratory at 208-884-7170 and ask if an offender has already had a sample collected. Please call from official phone lines.

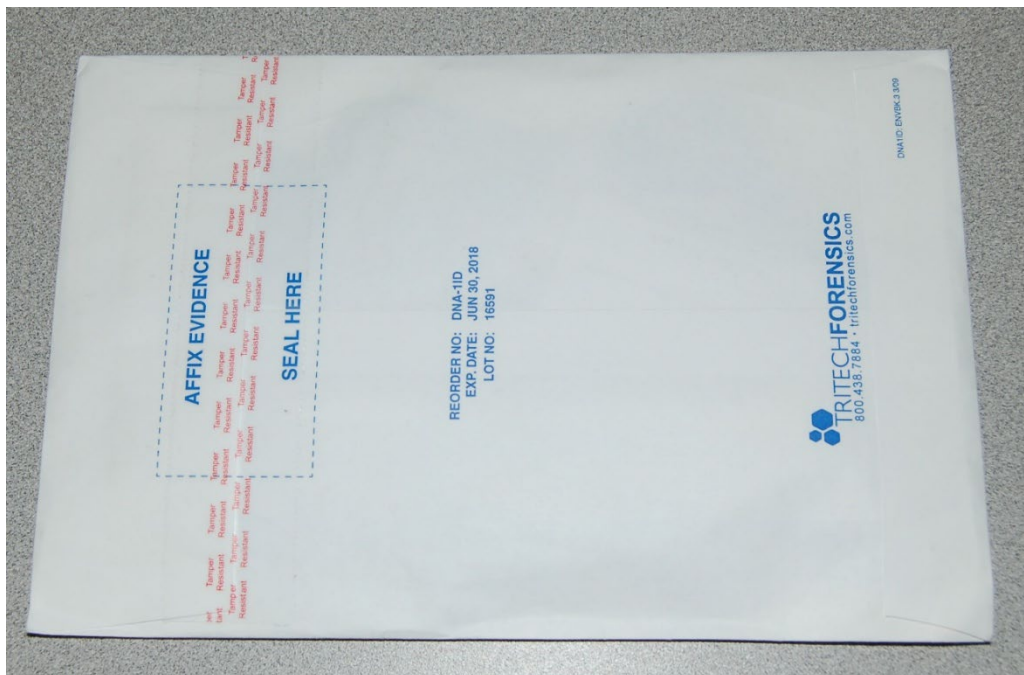
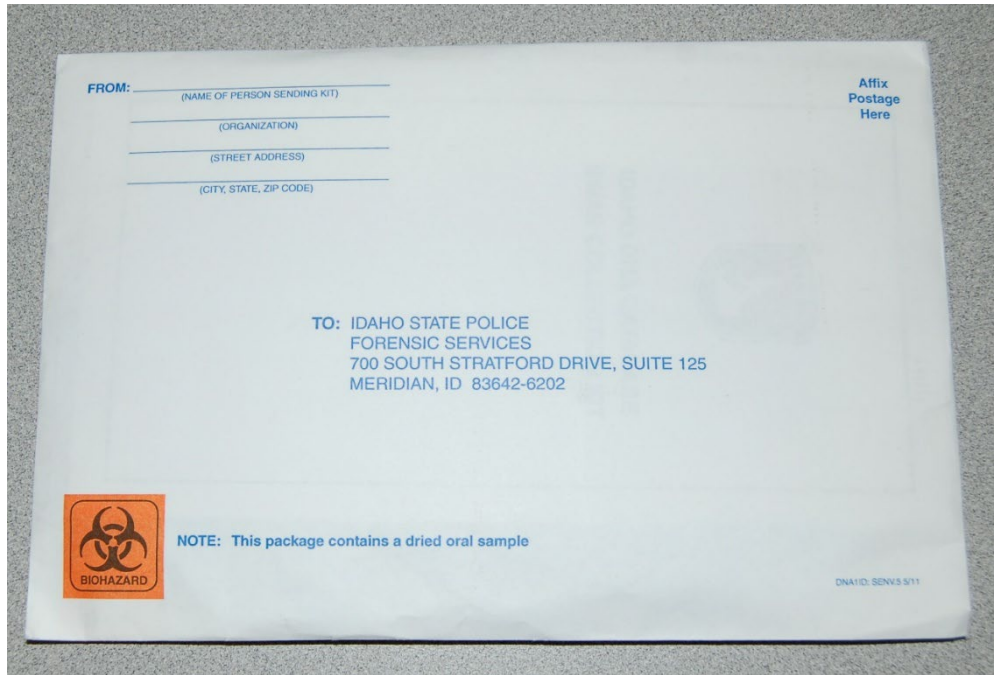
You can also email us at DNAdatabase@isp.idaho.gov with questions.



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Kits are sent out in an unopened condition with a tamper seal on the flap. All information is present for mailing the kits back to ISP. All that is needed is a return address and postage.



Idaho State Police Forensic Services

(208)884-7170

DNAdatabase@isp.idaho.gov

Page 2 of 8



Forensic Services

DNA Database Sample Kit Collection Instructions

Once you are ready to collect the sample of an offender you want to open the kit. Several items are included in the kit.



- 1) Gloves and the envelope to place the kit back into upon completion
- 2) The DNA Database sample information card to be filled out and returned
- 3) The swab for collecting the buccal sample– to be used then discarded.
- 4) The Indicating FTA card onto which you will press the swab and return with the kit.
- 5) The ink strip for collecting the offender's thumbprint impression
- 6) A moist toilette to remove ink from the offender's hand
- 7) Evidence seal to seal the envelope once you have collected the sample – there is a place for the person taking the sample to initial – not the offender.
- 8) FTA insert information sheet – can be thrown away.

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Page 3 of 8



Forensic Services

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Directions for the individual collecting the sample are located on the card and are as follows:

Perform the entire procedure on one subject at a time.

Step 1 – fill out all information requested in the DNA database Collection Information section and the sample collection certification section (person collecting sample and offender).

It is important to have all the information in the highlighted portions of the picture below.

- Write legibly so that the information can be read.
- If you don't have the information please do not strike through the box, since information may be added at a later date by the ISP staff.
- Please include the state initials portion of the SID number, if this is not present ISP staff may not assume the state of origin.

The form is titled "IDAHO DNA DATABASE COLLECTION INFORMATION" and includes the following sections:

- Offender Name (Please Print):** LAST (15 boxes), FIRST (10 boxes), MIDDLE (10 boxes).
- ALIAS(ES):** _____
- Date of Birth:** [highlighted]
- Social Security Number:** [highlighted]
- IDOC/DOJC Number:** [highlighted]
- FBI Number:** [highlighted]
- SID Number:** [highlighted]
- Sex:** Male Female
- Race/Ethnicity:**
 - Caucasian African American Hispanic
 - Asian Native American Tribe: _____
 - Other: (Specify) _____
- Offense(s):** [highlighted]
- County of Conviction:** [highlighted]
- Court Case Number:** [highlighted]
- Date of Conviction:** [highlighted]
- Sentence (probation/incarceration):** [highlighted]
- Interstate Compact (yes/no):** [highlighted]
- State:** [highlighted]
- Submitting/Collection Agency:** [highlighted]

Revised 4/12 (DNA)ID: RNSD 3 6/12

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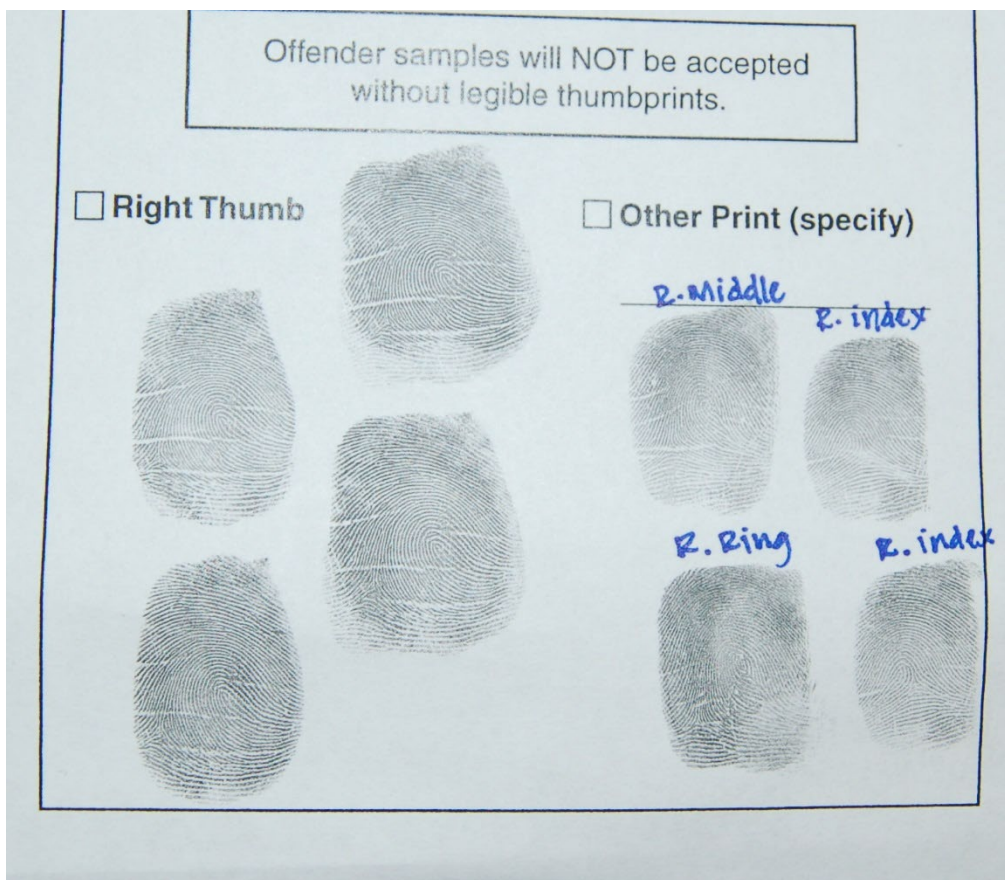
Forensic Services

DNA Database Sample Kit Collection Instructions

Step 2 – Using the inked strip provided, take a right thumb print of the subject (NOTE: if right thumb is not available, use another finger and specify which finger was used in the appropriate section.)

The best way to determine if the fingerprint is acceptable is to evaluate it after taking it – there is enough space to retake the print if necessary. Also if you feel that you cannot get a good right thumbprint you can print another finger, just indicate which finger on the card. Some tips are:

- Wash and dry hands prior to inking
- Pressure is not your friend – too much pressure can cause smearing of the print and loss of detail
- Do not roll the person's finger back and forth in the ink. Too much ink will cause loss of detail. Do one roll in the ink and one roll onto the card.
- Some individuals may be harder to print. Skin may be dry or excessively creased. If this is the case have the person apply some Corn Huskers Brand lotion to their hands and then wipe it off prior to printing. You may also might want to take prints from multiple fingers.
- If you are rolling the thumb print, roll towards the center of the body
- Most important – trust your eyes if you cannot see good detail, take another print
 - An example of a good print



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Page 5 of 8



Forensic Services DNA Database Sample Kit Collection Instructions

- Examples of bad prints



Step 3 – The DNA collector should put on the gloves provided, then write subject’s name where requested on the FTA Collection Card. Gloves should not be removed until completed with Step 6.

- This prevents the collector’s DNA from getting on the FTA card.

Step 4 – Remove the swab from the sterile package being careful not to touch the foam tip. Place the foam tip in the subject’s mouth and vigorously swab the insides of both cheeks. Move the swab between the gum lines and fold of the cheek, and under the tongue, soaking up as much saliva as possible.

- Be sure to swab on both sides of the swab as well as to have good pressure while swabbing. At times we receive samples with an excellent indication of saliva but with a small amount of DNA. For the process to work correctly we need both the saliva and the skin cells you are collecting by swabbing the inside of the individual’s cheek.

Step 5 – Remove the swab from the subject’s mouth and transfer the sample to the FTA collection card by pressing the foam tip in the two circles. Press firmly to transfer as much saliva as possible from the foam tip to the circles. Continue pressing until both circles are saturated with saliva.

- ISP Database DNA kits use indicating FTA cards now. This means that the card will be pink when you open it and once you apply the saliva soaked swab the pink will turn to white. This is a fast transition and one you should be able to see as you are taking the sample. You want to see a color change on the card.
 - If you have completely soaked the card then please let the card dry before repackaging it. If the card is repackaged while completely wet the FTA portion of the card will adhere to the paper cover and make sampling of the card difficult.
 - Rubbing the card with the swab will cause disruption of the FTA paper and is not necessary for obtaining the sample.
 - Once the swab has been placed on the FTA paper, please do not reinsert the swab into the offender’s mouth. FTA paper has been treated with a proprietary mix of chemicals.
 - If you have some of the older Database DNA kits, the FTA paper will not be indicating. It will be white and there will be no color change. Just press the swab firmly down onto the paper to transfer the sample.

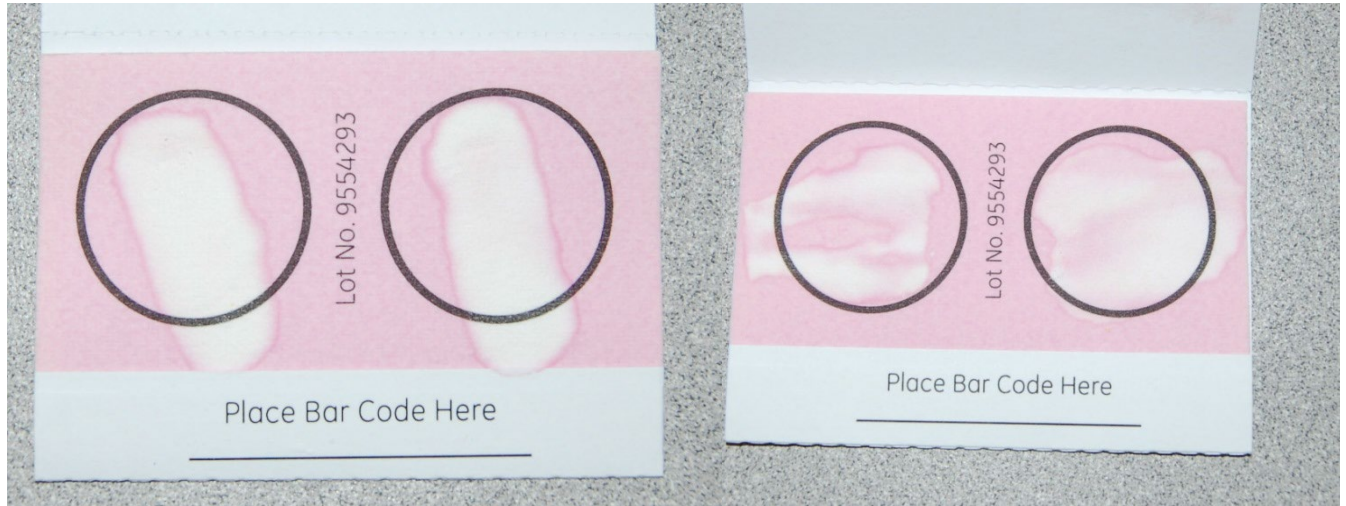
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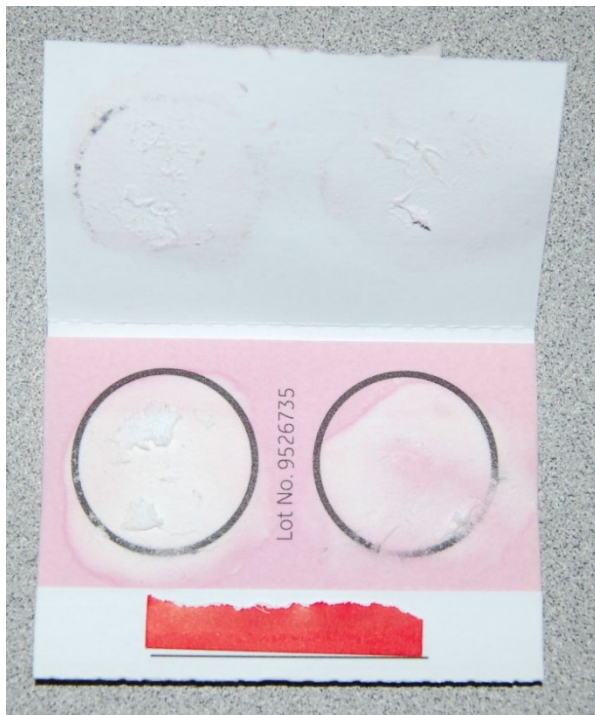


**Forensic Services
DNA Database Sample Kit Collection Instructions**

- Good examples of FTA cards



- Bad examples of FTA cards





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Step 6 – Discard the collection swab in a waste receptacle. Enclose the FTA collection card in the inner envelope. Remove the backing from the envelope flap and press to seal. Remove gloves and discard in a waste receptacle.

Step 7 – Mail or hand deliver the sealed kit to the Idaho State Police Forensic Services, 700 S. Stratford Drive, Suite 125, Meridian, ID 83642-6202.

If you have any questions about sample collection you can call ISP Forensic Services at 208-884-7170 or email at DNAdatabase@isp.idaho.gov.

For additional DNA Database Sample Collection Kits please email d3lab@isp.idaho.gov.