

Virginia Department of Forensic Science

Physical Evidence Recovery Kit (PERK) Tracking System

Victim/Survivor FAQ



Q: What is the PERK Tracking System?

A: *The Physical Evidence Recovery Kit (PERK) Tracking System is a web-based application that tracks the status and location of registered PERKs by each kit's unique barcode/ID number.*

Q: Who has access to the PERK Tracking System?

A: *There are four different categories of PERK Tracking System users. Authorized personnel from user agencies may access the PERK Tracking System with valid credentials to enter status and location information about their agencies' kits into the system.*

- **Collection Sites**, such as hospitals and medical centers, conduct forensic medical examinations for victims of sexual assault and collect PERKs.
- **Law Enforcement Agencies** investigate sexual assaults for reported offenses and submit PERKs to the laboratory for analysis.
- **The Department of Forensic Science (DFS)** conducts analysis of PERK evidence.
- **The Division of Consolidated Laboratory Services (DCLS)** serves as the storage facility for anonymous PERKs. An anonymous PERK is a kit collected from a victim of sexual assault who elects, at the time of the examination, not to report the offense to law enforcement.

Additionally, victims/survivors may view the status and location of their kit using the Victim Portal.

Q: Will individuals with access to the PERK Tracking System be able to see information about me or my case?

A: *There is no identifying information in the PERK Tracking System. All kits are tracked by their unique barcode/ID number, and the only information entered into the system is the status and location of each PERK. Additionally, agency users are only able to view information related to their agency's handling of kits.*

Q: What data is being collected about me in the PERK Tracking System?

A: *The only data collected in the PERK Tracking System is information on the status and location of PERKs based upon each kit's unique barcode/ID number. No personally identifying information is entered.*

Q: How can I access information about my PERK using the Tracking System?

A: *The Victim Portal allows victims/survivors to see status and location information about their PERK in the Tracking System. It also provides victim/survivor support resources.*

- **Anonymous PERKs:** *For a victim who elected not to report the offense to law enforcement, you will need your PERK ID, which should have been provided to you by the health care provider at the collection site at the time of the forensic exam. To access information about your PERK, go to the Tracking System at perk.dfs.virginia.gov. Under the header "Victim Portal", enter your PERK ID number and hit "Get Status" to view information about your PERK.*
- **Reported Offenses:** *For a victim who reported the offense to law enforcement, you will need: 1) your PERK ID, which should have been provided to you by the health care provider at the collection site at the time of the forensic exam; and 2) a Victim PIN, which you must request from the investigating law enforcement agency. To access information about your PERK, go to the Tracking System at perk.dfs.virginia.gov. Under the header "Victim Portal", enter your PERK ID*

number and click “Get Status”. A second box titled “PIN” will appear. You will need to enter the Victim PIN provided to you by the investigating law enforcement agency and click “Get Status” again to view information about your PERK.

Q: How do I find my PERK ID?

A: Your PERK ID should be provided to you by the health care provider at the collection site at the time of your forensic examination. If you lose or forget your PERK ID, contact either the investigating law enforcement agency or the hospital or medical center where the PERK was collected.

Q: How do I find my Victim PIN?

A: A Victim PIN is required to access information about your PERK in the Tracking System for a reported offense. You must obtain your Victim PIN from the investigating law enforcement agency. The law enforcement agency should provide you with a PIN if your access to information in the Tracking System will not interfere with the investigation or prosecution of the offense. If you lose or forget your Victim PIN, contact the investigating law enforcement agency.

Q: How do I report the offense to law enforcement if I initially elected to remain anonymous?

A: To report the offense, contact the law enforcement agency for the jurisdiction where the offense occurred. To find a law enforcement agency’s contact information, you can search by location using the Virginia Department of Criminal Justice Service’s Criminal Justice Directory located here: <https://www.dcjs.virginia.gov/law-enforcement/programs/criminal-justice-directory>. Once you report the offense, the law enforcement agency will notify the Division of Consolidated Laboratory Services (DCLS) and they will release the kit to the law enforcement agency.

Q: How do I extend the time period my anonymous kit is being stored?

A: When the Division of Consolidated Laboratory Services (DCLS) receives a kit, they are required to store it for a period of 2 years from the day they received it. You may request that DCLS store your anonymous kit for an additional period of 10 years by submitting a written objection to the kit’s destruction with DCLS. To request a 10 year extension to your kit’s destruction date, fill out an Anonymous PERK Storage Extension Request Form (DCLS Document #27568), which is found under the heading “Submitting a request to extend the storage of an Anonymous PERK to DCLS (for Victims)” heading on this website: <https://dqs.virginia.gov/division-of-consolidated-laboratory-services/lab-services/physical-evidence-recovery-kit-perk/>. Send the form to the following address:

**Division of Consolidated Laboratory Services
600 North 5th Street
Richmond, Virginia 23219
Attn: DCLS Evidence Custodian**

For questions regarding the submission, retention, or destruction of anonymous kits, please contact the DCLS Evidence Custodian at (804) 648-4480 ext. 102.

Q: How long does it take for DNA analysis on a PERK to be completed at the Department of Forensic Science?

A: It varies. Information on the average statewide turnaround time for DNA cases for the most recent month is available once you access the System using the “Victim Portal” for PERKs for reported offenses. The average turnaround time for cases is also posted on the DFS website here: <https://www.dfs.virginia.gov/about-dfs/current-turnaround-times/>.