

**Virginia Department of Forensic Science
DNA Data Bank Sample
Tracking System
(DBSATS)**

**User Instructions for
Authorized Personnel**



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Screen captures in these instructions were taken using the Google Chrome web browser. Depending upon the web browser you are using, your screen may differ slightly.

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Introduction

DNA Data Bank Sample Tracking System Overview

The DNA Data Bank Sample Tracking System (DBSATS) is a web-based application that was developed and implemented by the Virginia Department of Forensic Science (DFS). The system provides a real-time search of the DNA Data Bank to determine if a DNA sample has already been collected or if one needs to be collected. In the event that a DNA sample needs to be collected, the Pre-Log feature allows entry of the sample information by the user agency, along with the barcode from the DNA sample collector. The DNA sample is then collected and mailed or delivered to the DNA Data Bank. Upon scan of the DNA sample barcode into the DNA Data Bank, the electronic record of the Pre-Logged information is retrieved.

User Agency Access

DBSATS may be accessed by user agencies from any device connected to the internet. In order to access the system, users accounts must be established by their Agency Site Administrator. Agencies can establish a new Site Administrator account by contacting the DNA Data Bank via email at dnadatabank@dfs.virginia.gov.

Accessing the System

Navigate to the DNA Data Bank Sample Tracking System login page at:

<https://dnaprelog.dfs.virginia.gov>

Prior to logging into the System, you must have obtained your account permission through your Agency Site Administrator. Once you have your account permission, use your email and password to log in on the DBSATS login page.

- 1. Step 1:** By logging in, the user agrees to these **Terms and Conditions**. Click to review.
- 2. Step 2:** Enter the business email address used to register you for the System in the “Email” field.
- 3. Step 3:** Enter the password you chose upon registering with the System in the “Password” field. Click the “Log In” button. If you entered the correct email address and password, you will be navigated to your User Homepage.

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

DNA Data Bank Sample Tracking Homepage



1. DNA Data Bank Sample Search

- Enter identifying information to determine if a DNA sample is already contained in the DNA Data Bank.
- If a sample is already contained in the DNA Data Bank, do not collect another one.
- If the sample is not found to be contained in the DNA Data Bank, collect a new DNA sample and enter the information in the **3.** Pre-Log section.

2. Search Tips

- Search criteria may need to be refined in order to locate a sample.
- Click on each Tip heading to produce a dropdown with helpful suggestions to refine the search.

3. Pre-Log

- If a new DNA sample must be collected, click here to enter identifying information.
- The DNA sample will be tracked by barcode in the entry.
- Once the DNA sample is received by the DNA Data Bank, the entered identifying information will be matched to the DNA sample using the recorded barcode.

4. DNA Data Bank Resources

- Determining whether a DNA sample is required
- How to use the Buccal sample collector kit
- List of Qualifying Offenses
- Statutory Authority

Sample Search Tips

The screenshot shows the 'DNA Data Bank Sample Search' interface. At the top, there are input fields for 'VACORIS #', 'Last Name', 'First Name', 'SSN', and 'SID'. A 'Search' button and a 'Clear' button are visible on the right. Below the search fields, there is a 'Search Tips' section. Under 'Search by VACORIS #', there are two tips: 'VACORIS # cannot be searched with any other field' and 'VACORIS # matches values exactly'. Under 'Search by Name', there are three tips: 'First Name can only be included if Last Name is included', 'First Name and Last Name require at least 2 characters', and 'First Name and Last Name match values that start with the entered characters'. At the bottom, there are two more search options: 'Search by SSN and/or SID' and 'Search by Name, SSN, and/or SID'.

A. Search by VACORIS

- VACORIS # cannot be searched with any other field and values must match exactly.
- Not all historical entries in the DNA Data Bank will contain a VACORIS #.
- NOTE: Your agency must have access to the Virginia Department of Corrections VACORIS database to be able to view and/or use this feature.

B. Search by Name

- First name can only be searched if at least the first two letters of the last name are entered.
- First name and Last name searches require at least the first two letters of each name.
- Last name only searches are allowed.

Sample Search Tips, continued

The screenshot shows the 'DNA Data Bank Sample Search' interface. At the top, there are input fields for 'VACORIS #', 'Last Name', 'First Name', 'SSN', and 'SID'. The 'SID' field has 'VA' pre-populated. There are 'Search' and 'Clear' buttons. Below the search fields is a 'Search Tips' section with the following content:

Search Tips

- Search by VACORIS #** >
- Search by Name** >
- Search by SSN and/or SID** v
 - ▶ SSN and SID match values exactly
 - ▶ SID must have State designation at beginning, for example, "VA"
 - ▶ If SSN and SID are entered, matches on either SSN or SID are returned
- Search by Name, SSN, and/or SID** v
 - ▶ If Name and SSN are entered, matches on Name and SSN are returned
 - ▶ If Name and SID are entered, matches on Name and SID are returned
 - ▶ If Name, SSN, and SID are entered, matches on Name and SSN or Name and SID are returned
 - ▶ A record with no SSN or SID will still be returned if it matches on Name

C. Search by SSN and/or SID

- SSN and SID values entered must match exactly.
 - ◊ Hyphens are auto-populated in the SSN.
- SID must have the state designation at the beginning.
 - ◊ VA is pre-populated in this field.
- Not all historical entries in the DNA Data Bank will contain a SID.

D. Search by Name, SSN and/or SID

- Combinations of partial name, SSN and/or SID may be used to locate a sample.
- Name searches require at least the first two letters of Last Name.
 - ◊ If First Name is used in the search, at least the first two letters of both the First and Last Names are required.

Sample Search—VACORIS

Search Tips

Search by VACORIS # ▾

- ▶ VACORIS # cannot be searched with any other field
- ▶ VACORIS # matches values exactly

Search by Name >

Search by SSN and/or SID >

Search by Name, SSN, and/or SID >

- VACORIS # cannot be searched with any other field and values must match exactly.
- Not all historical entries in the DNA Data Bank will contain a VACORIS #.

NOTE: Your agency must have access to the Virginia Department of Corrections VACORIS database to be able to view and/or use this feature

Enter the VACORIS #
All other fields must be empty

All matching sample entries will appear below the Search Fields.
Search results may be sorted by clicking on any underlined column header.

Last Name	First Name	MI	VACORIS #	SSN	SID	Date of Birth	Date Collected	Details
TESTERSON	TEST		12345678	123-45-6789	VA1234567	1/1/2000	1/1/2021	

Sample Search—VACORIS #

If there are no matching samples, an orange banner will appear.
Refine the search criteria and repeat the search.

DNA Data Bank Sample Search

VACORIS # Last Name First Name SSN ID

123456789 VA

Search Clear

There are no samples matching the entered criteria

If you didn't find the Sample you were looking for, review the Search Tips below and try again with different criteria. If a new Sample needs to be collected, use [Pre-Log Entry](#).

There are no samples matching the entered criteria

If you didn't find the Sample you were looking for, review the [Search Tips](#) below and try again with different criteria.
If a new Sample needs to be collected, use [Pre-Log Entry](#).

If it is determined that a new sample needs to be collected, click on [Pre-Log Entry](#) and refer to instructions later in this manual.

Sample Search—Name

Search Tips

Search by VACORIS # >

Search by Name ▾

- ▶ First Name can only be included if Last Name is included
- ▶ First Name and Last Name require at least 2 characters
- ▶ First Name and Last Name match values that start with the entered characters

Search by SSN and/or SID >

Search by Name, SSN, and/or SID >

- First name can only be searched if at least the first two letters of the last name are entered.
- First name and Last name searches require at least the first two letters of each name.
- Last name only searches are allowed.

Enter at least two letters of the First and Last Name.
Alternatively, Last Name only searches are allowed.

DNA Data Bank Sample Search

VACORIS #	Last Name	First Name	SSN	SID	
	TEST	TE		VA	<input type="button" value="Search"/> <input type="button" value="Clear"/>

Last Name	First Name	MI	VACORIS #	SSN	SID	Date of Birth	Date Collected	Details
TESTERSON	TEST		12345678	123-45-6789	VA1234567	1/1/2000	1/1/2021	Details

(You will be redirected to the DNA Data Bank Sample Search Results page by clicking on the "Details" link.)
 If you have a problem, please contact the DNA Data Bank Support Team at 1-800-451-4222.

All matching sample entries will appear below the Search Fields.
Search results may be sorted by clicking on any underlined column header.

Sample Search—Name, continued

If there are no matching samples, an orange banner will appear.
If needed, refine the search criteria and repeat the search.

The screenshot shows the 'DNA Data Bank Sample Search' interface. At the top, there are input fields for 'VACORS #', 'Last Name' (containing 'TESTER'), 'First Name' (containing 'ZA'), 'SSN', and 'SID' (containing 'VA'). To the right are 'Search' and 'Clear' buttons. Below the search fields, an orange banner displays the message: 'There are no samples matching the entered criteria'. Below this banner, a blue banner contains the text: 'If you didn't find the Sample you were looking for, review the Search Tips below and try again with different criteria. If a new Sample needs to be collected, use [Pre-Log Entry](#).' A black oval highlights the orange banner, and a black arrow points from it to a larger orange banner below.

There are no samples matching the entered criteria

If you didn't find the Sample you were looking for, review the Search Tips below and try again with different criteria.
If a new Sample needs to be collected, use [Pre-Log Entry](#).

If it is determined that a new sample needs to be collected, click on [Pre-Log Entry](#) and refer to instructions later in this manual.

Sample Search—SSN and/or SID

Search Tips

Search by VACORIS # >

Search by Name >

Search by SSN and/or SID v

- ▶ SSN and SID match values exactly
- ▶ SID must have State designation at beginning, for example: "VA"
- ▶ If SSN and SID are entered, matches on either SSN or SID are returned

Search by Name, SSN, and/or SID >

- SSN and SID values entered must match exactly.
 - ◊ Hyphens are auto-populated in the SSN.
- SID must have the state designation at the beginning.
 - ◊ VA is pre-populated in this field.
- Not all historical entries in the DNA Data Bank will contain a SID.

SSN only

VACORIS #	Last Name	First Name	SSN	SID	Date of Birth	Date Collected
			123-45-6789	VA		

Last Name	First Name	MI	VACORIS #	SSN	SID	Date of Birth	Date Collected
TESTERSON	TEST		12345678	123-45-6789	VA1234567	1/1/2000	1/1/2021

SID only

VACORIS #	Last Name	First Name	SSN	SID	Date of Birth	Date Collected
				VA1234567		

Last Name	First Name	MI	VACORIS #	SSN	SID	Date of Birth	Date Collected
TESTERSON	TEST		12345678	123-45-6789	VA1234567	1/1/2000	1/1/2021

SSN and SID

VACORIS #	Last Name	First Name	SSN	SID	Date of Birth	Date Collected
			123-45-6789	VA1234567		

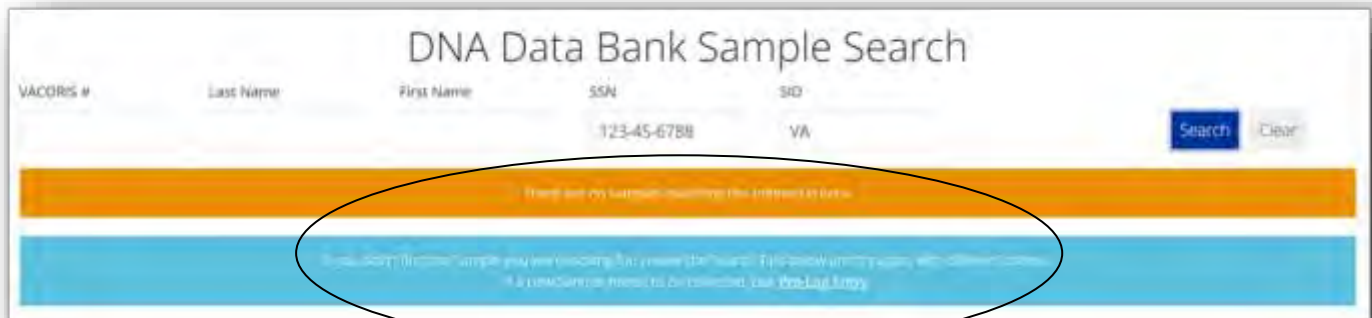
Last Name	First Name	MI	VACORIS #	SSN	SID	Date of Birth	Date Collected
TESTERSON	TEST		12345678	123-45-6789	VA1234567	1/1/2000	1/1/2021

All matching sample entries will appear below the Search Fields.

Search results may be sorted by clicking on any underlined column header.

Sample Search—SSN and/or SID, continued

If there are no matching samples, an orange banner will appear.
If needed, refine the search criteria and repeat the search.



DNA Data Bank Sample Search

VACORIS # Last Name First Name SSN SID

123-45-6788 VA

Search Clear

There are no samples matching the entered criteria.

If you didn't find the Sample you were looking for, review the Search Tips below and try again with different criteria. If a new Sample needs to be collected, use [Pre-Log Entry](#).

There are no samples matching the entered criteria

If you didn't find the Sample you were looking for, review the Search Tips below and try again with different criteria.
If a new Sample needs to be collected, use [Pre-Log Entry](#).

If it is determined that a new sample needs to be collected, click on [Pre-Log Entry](#) and refer to instructions later in this manual.

Sample Search—Name, SSN and/or SID

Search Tips

Search by VACORIS # →

Search by Name →

Search by SSN and/or SID →

Search by Name, SSN, and/or SID ▼

- ▶ If Name and SSN are entered, matches on Name and SSN are returned
- ▶ If Name and SID are entered, matches on Name and SID are returned
- ▶ If Name, SSN, and SID are entered, matches on Name and SSN or Name and SID are returned
- ▶ A record with no SSN or SID will still be returned if it matches on Name

- Combinations of partial name, SSN and/or SID may be used to locate a sample.
- SSN and SID values entered must match exactly.
- SID must have the state designation at the beginning.
- Not all historical entries in the DNA Data Bank will contain a SID.

Name
and
SSN

The screenshot shows the search interface with the following search criteria: Last Name: TESTERS, SSN: 123-45-6789, SID: VA. The search results table shows one entry for TESTERSON, TEST, with SSN 123-45-6789 and SID VA1234567. The table headers are: Last Name, First Name, MI, VACORIS #, SSN, SID, Date of Birth, Date Collected, and Details.

Name
and
SID

The screenshot shows the search interface with the following search criteria: Last Name: TESTERS, SID: VA1234567. The search results table shows one entry for TESTERSON, TEST, with SSN 123-45-6789 and SID VA1234567. The table headers are: Last Name, First Name, MI, VACORIS #, SSN, SID, Date of Birth, Date Collected, and Details. An arrow points to the 'First Name' header, which is underlined.

All matching sample entries will appear below the Search Fields.
Search results may be sorted by clicking on any underlined column header.

Sample Search—Name, SSN and/or SID, continued

Search Tips

- Search by VACORIS # >
- Search by Name >
- Search by SSN and/or SID >
- Search by Name, SSN, and/or SID v

- ▶ If Name and SSN are entered, matches on Name and SSN are returned
- ▶ If Name and SID are entered, matches on Name and SID are returned
- ▶ If Name, SSN, and SID are entered, matches on Name and SSN or Name and SID are returned
- ▶ A record with no SSN or SID will still be returned if it matches on Name

Name
SSN
and
SID

DNA Data Bank Sample Search

VACORIS # Last Name First Name SSN SID

TESTERS 123-45-6789 VA1234567

Search Clear

Last Name	First Name	MI	VACORIS #	SSN	SID	Date of Birth	Date Collected	Details
TESTERSON	TEST		12345678	123-45-6789	VA1234567	1/1/2000	1/1/2021	Details

Using DBSATS you are implicitly agreeing to the terms of use of the system. If you do not agree with the terms of use, please contact the system administrator.

Name
and
SID

DNA Data Bank Sample Search

VACORIS # Last Name First Name SSN SID

TESTERS VA1234567

Search Clear

Last Name	First Name	MI	VACORIS #	SSN	SID	Date of Birth	Date Collected	Details
TESTERSON	TEST		12345678		VA1234567	1/1/2000	1/1/2021	Details

Using DBSATS you are implicitly agreeing to the terms of use of the system. If you do not agree with the terms of use, please contact the system administrator.

All matching sample entries will appear below the Search Fields

Sample Search—Name, SSN and/or SID, continued

If there are no matching samples, an orange banner will appear.
If needed, refine the search criteria and repeat the search.

The screenshot shows the "DNA Data Bank Sample Search" interface. At the top, there are input fields for "VACORIS #", "Last Name" (containing "TESTERS"), "First Name", "SSN", and "SID" (containing "VA1234567K"). A "Search" button and a "Clear" button are on the right. Below the search form, an orange banner displays the message: "There are no samples matching the entered criteria". Below that, a blue banner contains the text: "If you didn't find the Sample you were looking for, review the Search Tips below and try again with different criteria. If a new Sample needs to be collected, use [Pre-Log Entry](#)". An arrow points from the orange banner in the screenshot to a larger, isolated orange banner with the same text: "There are no samples matching the entered criteria". Below this is a larger, isolated blue banner with the same text as the one in the screenshot.

If it is determined that a new sample needs to be collected, click on [Pre-Log Entry](#) and refer to instructions later in this manual.

DNA Data Bank Sample Details

All matching sample entries will appear below the Search Fields.

Search results may be sorted by clicking on any underlined column header.

Verify the identifying information to ensure that the DNA Sample is from the correct individual.

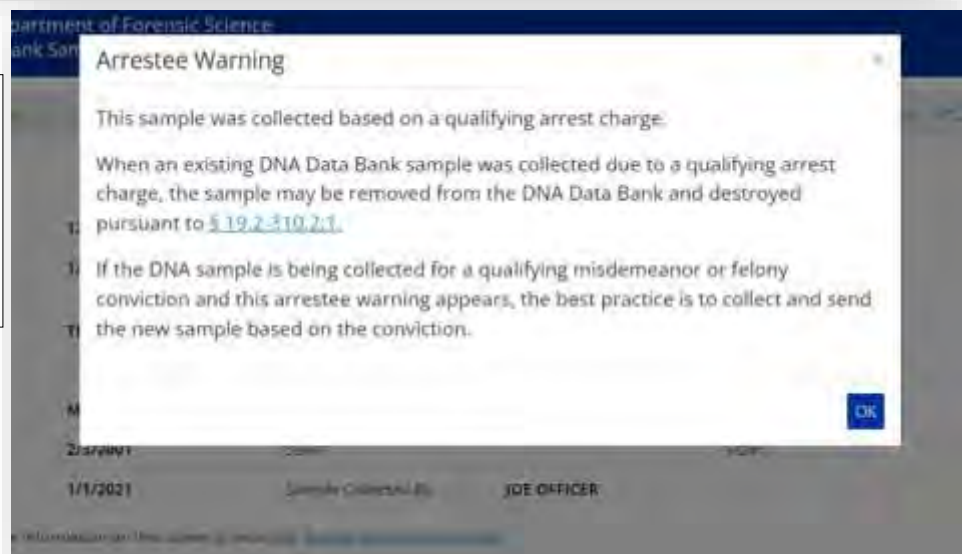
If a DNA sample already exists in the DNA Data Bank, DO NOT collect another sample.

<u>Last Name</u>	<u>First Name</u>	MI	VACORIS #	SSN	SID	Date of Birth	Date Collected	Details
TESTERSON	TEST		12345678		VA1234567	1/1/2000	1/1/2021	Details
TESTERS	TESTY	L		123-45-6789		1/15/1992	7/22/2020	Details

Click "Details" to expand a single record.

If an existing DNA Data Bank sample was collected due to a qualifying arrest charge, a pop-up box will alert the user in the "Details" screen.

Click OK to view the **DNA Sample Details** screen.



WARNING: When an existing DNA Data Bank sample was collected due to a qualifying arrest charge, the sample may be removed from the DNA Data Bank and destroyed pursuant to [§ 19.2-310.2:1](#).

If the DNA sample is being collected for a qualifying misdemeanor or felony conviction and this arrestee warning appears, the best practice is to collect and send the new sample based on the conviction.

DNA Data Bank Sample Details, continued

DNA Sample Details

Kit Barcode #:	126126	VACORIS #:	12345678		
Date Entered:	1/26/2021	Agency Name:	VIRGINIA STATE POLICE - ADM HDQ RICHMOND		
Last Name:	TESTERSON	First Name:	TEST	Middle Initial:	
Suffix:		Aliases:			
Gender:	Male	Race:	Unknown		
Date of Birth:	1/1/2000	SSNs:	123-45-6789	SID#:	VA1234567J
Date Collected:	1/1/2021	Sample Collected By:	JOE OFFICER		

If you believe any of the information on this screen is incorrect, [Submit a Sample Correction](#).

[Back to Search Results](#)

Kit Barcode #:	126126	VACORIS #:	12345678		
Date Entered:	1/26/2021	Agency Name:	VIRGINIA STATE POLICE - ADM HDQ RICHMOND		
Last Name:	TESTERSON	First Name:	TEST	Middle Initial:	
Suffix:		Aliases:			
Gender:	Male	Race:	Unknown		
Date of Birth:	1/1/2000	SSNs:	123-45-6789	SID#:	VA1234567J
Date Collected:	1/1/2021	Sample Collected By:	JOE OFFICER		

If you believe any of the information on this screen is incorrect, [Submit a Sample Correction](#).

Click to go [Back to Search Results](#).

Click to print "Details" for this sample.

DNA Sample Details

VACORIS #:	12345678		
Agency Name:	VIRGINIA STATE POLICE - ADM HDQ RICHMOND		
First Name:	TEST	Middle Initial:	
Aliases:			
Race:	Unknown		
SSNs:	123-45-6789	SID#:	VA1234567J
Sample Collected By:	JOE OFFICER		

If you believe any of the information on this screen is incorrect, [Submit a Sample Correction](#).

DNA Data Bank Sample Correction

If a correction is needed to the DNA sample data, click to [Submit a Sample Correction](#) from the DNA Sample Details screen.

DNA Sample Details			
Kit Barcode #:	126126	VACORIS #:	12345678
Date Entered:	1/26/2021	Agency Name:	VIRGINIA STATE POLICE - ADM HDQ RICHMOND
Last Name:	TESTERSON	First Name:	TEST
Suffix:		Middle Initial:	
Gender:	Male	Race:	Unknown
Date of Birth:	1/1/2000	SSNs:	123-45-6789
Date Collected:	1/1/2021	SID#:	VA1234567J
		Sample Collected By:	JOE OFFICER

If you believe any of the information on this screen is incorrect, [Submit a Sample Correction](#).

The DNA Sample Correction form shown below will open.

The DNA Data Bank sample information is displayed on the left side of the correction form. Fill in the corresponding box(es) on the right side with the corrected information.

Only fill in the field(s) requiring correction.

DNA Sample Correction

Enter one or more corrections to the sample information.

Last Name	TESTERSON	<input type="text"/>
First Name	TEST	<input type="text"/>
Middle Initial		<input type="text"/>
Suffix		<input type="text"/>
Alias		<input type="text"/>
Gender	Male	<input type="text"/>
Race	Unknown	<input type="text"/>
Date of Birth	1/1/2000	<input type="text"/>
SSN	123-45-6789	<input type="text"/>
SID	VA1234567J	<input type="text"/>
VACORIS #	12345678	<input type="text"/>
Reason		<input type="text"/>

DNA Data Bank Sample Correction, continued

The example below shows a correction needed to the month of birth for this sample.

Click "Submit" once all corrections/reason have been entered.

Race	Unknown
Date of Birth	1/1/2000
SSN	123-45-6789
SID	VA1234567
VACORS #	12345678
Reason	DOB correction

Submit

All submitted sample corrections will be reviewed/ corrected by the DNA Data Bank team.

Reason

DOB correction

Thank You!

Your correction(s) have been submitted, and will be reviewed by the DNA Data Bank team.

Click [Back to Sample Details](#) to close the DNA Sample Correction form.

DNA Sample Correction

Enter one or more corrections to the sample information.

Last Name: TESTERSON

First Name: TEST

[Back to Sample Details](#)

Pre-Log—Entry

If it is determined that a DNA sample does not already exist in the DNA Data Bank, a new DNA sample must be collected.



There are no samples matching the entered criteria

If you didn't find the Sample you were looking for, review the Search Tips below and try again with different criteria. If a new Sample needs to be collected, use [Pre-Log Entry](#).

If a new sample needs to be collected, click on [Pre-Log Entry](#). The link is found either in the top left corner or in the blue bar at the bottom of all samples returned on the Sample Search query.



Pre-Log—Buccal DNA Collection kit

For Pre-Log entry of a DNA sample not already existing in the DNA Data Bank, open a new Buccal Collector kit and follow the step-by-step instructions below.

REMINDER:

To prevent sample mix-up, it is very important to only open ONE buccal collector kit at a time.

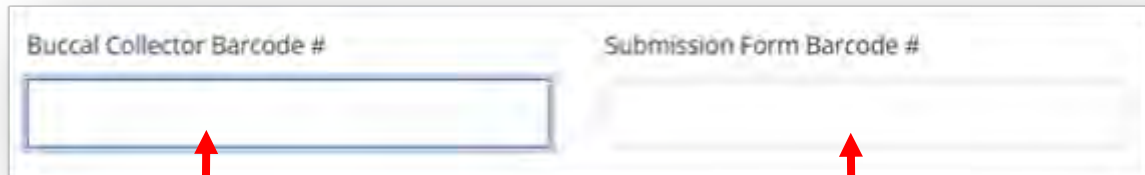


Date Entered, Entered By and Agency Name are linked to your login and will auto-populate for each entry.

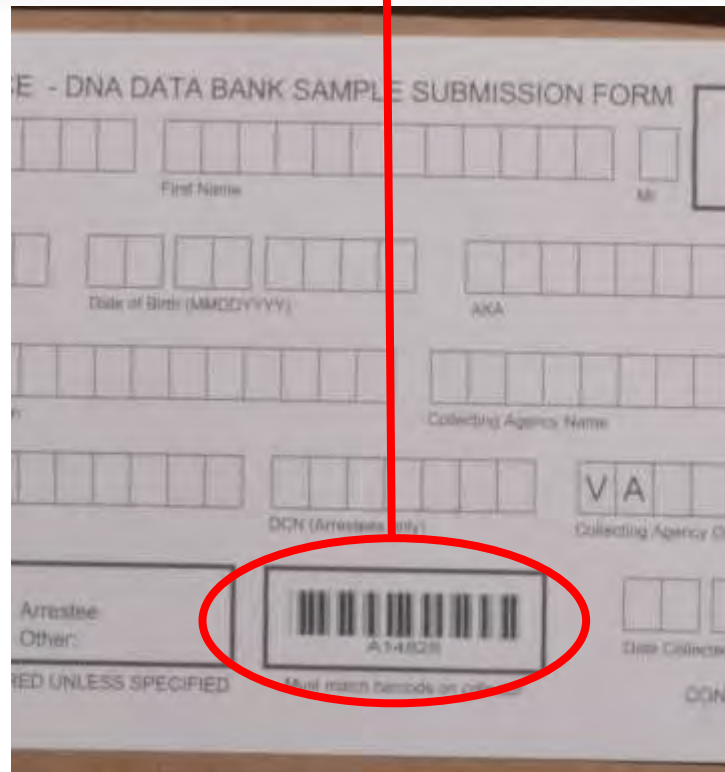
Pre-Log—Buccal DNA Collection kit, continued**Step 1: Manually enter or scan the Barcode #.**

For the first field, enter or scan the Barcode # found on the DNA Buccal Collector.

For the second field, enter or scan the Barcode # found on SIDE A of the Submission Form.

BARCODES MUST MATCH!!

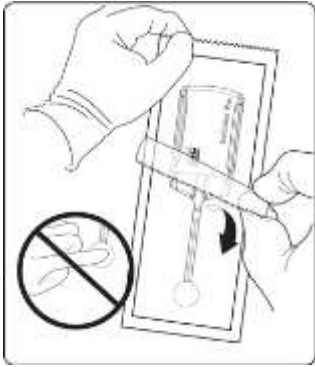
The image shows a digital form with two input fields. The left field is labeled "Buccal Collector Barcode #" and the right field is labeled "Submission Form Barcode #". Both fields are currently empty.



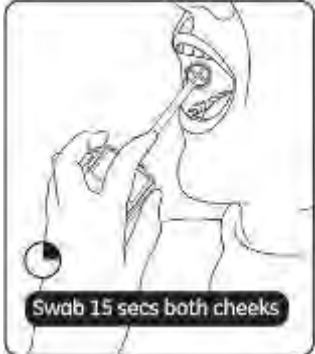
A close-up photograph of a "DNA DATA BANK SAMPLE SUBMISSION FORM". The form contains various fields for personal information such as "First Name", "MI", "Date of Birth (MMDDYYYY)", "AKA", "Collecting Agency Name", "DCN (Arrestee Only)", "Collecting Agency Off", "Arrestee", "Other", and "Date Collected". A white barcode sticker with the number "414828" is affixed to the bottom of the form, highlighted with a red oval. A red arrow points from this area up to the "Submission Form Barcode #" input field in the form above.

NOTE:

An off-the-shelf barcode scanner will work for this purpose.

Pre-Log—Buccal DNA Collection kit, continued**Instructions for collecting the DNA Sample**

- When collecting samples, always wear gloves and avoid touching the surface of the sample area and the foam head to avoid contamination.
- Remove the device from the outer packaging.



- Place the foam head in the mouth, and using moderate pressure, run it along the gum-line and under the tongue.
- Once wet, rub the foam head inside of each cheek for 15 seconds. It is extremely important to ensure that the foam head is coated with saliva during this step to enable good sample transfer.
- Remove the foam head from the mouth.



- Hold the collection device as shown and slide the cover open.



- Fold the arm over until the foam head contacts the FTA collection paper.



- Slide the cover closed until it clicks and the cover edge lines up with the arrow on the body.

Pre-Log—Buccal DNA Collection kit, continued

On **SIDE B** of the submission form, collect the LEFT and RIGHT THUMBPRINTS.

Print the name of the Subject.

Printed name and Signature of the person who collected the DNA Sample.

Date the sample was collected.

SIDE B

NOTE: For Pre-Logged samples, the identifying information from SIDE A of the submission form will be entered electronically.

SIDE B of the submission form MUST be completely filled out by hand and submitted with every sample.

After DNA sample collection and thumbprints are completed, place the closed DNA collector and submission form aside and continue to enter the required information in Pre-Log.

REMINDER:

To prevent sample mix-up, it is very important to only open ONE buccal collector kit at a time.

Pre-Log—Individual Identifiers

Enter the VACORIS # of the individual to be sampled and tab to the next field. If the VACORIS # is in the system, then the personal identifiers (**Pre-Log Entry Steps 2—8**) will auto-populate.

NOTE: Your agency must have access to the Virginia Department of Corrections VACORIS database to be able to view and/or use this feature.

The screenshot shows a form with several input fields. The 'VACORIS #' field is highlighted with a blue border and a black arrow pointing to it from the note above. Other fields include 'Buccal Collector Barcode #', 'Submission Form Barcode #', 'Last Name', 'First Name', and 'Aliases'.

Step 2: Enter **Last Name**, **First Name**, **Middle Initial** and **Suffix** (if applicable).

The screenshot shows the form with the 'Last Name', 'First Name', 'Middle Initial', and 'Suffix' fields. The 'Aliases' field is also visible with '+ Add' and 'x Remove' buttons.

Step 3: Enter any **Aliases** (if applicable). To enter an alias, click “+ Add”.

A pop-up box will appear. Enter the alias and click **OK**.

If there are multiple aliases to be entered, separate each alias with a comma.

To remove an alias, click “x Remove”, select the alias name and click **OK**.

The screenshot shows the 'Aliases' field with the '+ Add' and 'x Remove' buttons highlighted with a blue border and a black arrow pointing to them from the note above.

The screenshot shows the 'Add Alias' pop-up box with the 'Enter the Alias' field containing the text 'TEST'. There are 'OK' and 'Cancel' buttons at the bottom.

Pre-Log—Individual Identifiers, continued

Step 4: Enter **Gender** from the drop-down menu.

A screenshot of a web form field labeled "Gender". The field is a drop-down menu with three options: "Male", "Female", and "Unknown". The "Male" option is highlighted in blue, indicating it is the selected value.

Step 5: Enter **Race** from the drop-down menu.

A screenshot of a web form field labeled "Race". The field is a drop-down menu with six options: "American Indian or Alaskan Native", "Asian or Pacific Islander", "Black", "Hispanic", "Unknown", and "White".

Step 6: Enter **Date of Birth**.

Enter MMDDYYYY (4 digit year) format

OR

Select Month, Day and Year from the calendar drop down.

A screenshot of a web form field labeled "Date of Birth". The field contains the text "02032000". To the right of the text is a small calendar icon.

A screenshot of a calendar drop-down menu. The title is "Date of Birth" and the current date is "02/03/2000". The calendar shows the month of February for the year 2000. The day "3" is selected and highlighted in blue.

Step 7: Enter **SSN**.

Step 8: Enter **SID**.

If either of these is unknown, leave the field blank.

A screenshot of two web form fields. The left field is labeled "SSN" and contains the text "123-45-6789". The right field is labeled "SID" and contains the text "VA1234567".

Pre-Log—Reason for Collection—Arrestee

Step 9: Enter Reason for Collection.

Use the drop-down menu to select the appropriate reason for collection of the DNA sample. Depending upon the reason selected, additional information boxes may appear.

A screenshot of a web form titled "Reason for Collection". It features a drop-down menu with a downward arrow on the right. The menu is open, showing a list of options: "Arrestee", "Felony Conviction", "Misdemeanor Conviction", "Plea Agreement", and "Sex Offender Registry".

Step 9a: Reason for Collection—Arrestee

Selecting **Arrestee** will cause several additional information boxes to appear.

Use the drop-down menu to select the appropriate reason for collection of the DNA sample. Depending upon the reason selected, different information boxes will appear and are explained in detail below.

A screenshot of the "Reason for Collection" form. The "Reason for Collection" drop-down menu is set to "Arrestee". Below it, there are input fields for "Arresting Officer" and "DCN". To the right, there is a "Qualifying Charge/Conviction" drop-down menu with a right-pointing arrow.

Scroll and click the correct qualifying charge in the drop-down list.

Hovering the cursor over the charge will show a blue box that contains the description of that charge.

A screenshot of the "Qualifying Charge/Conviction" drop-down menu. The menu is open, showing a list of charges: "18.2-18", "18.2-22", "18.2-25", "18.2-26", "18.2-31", and "18.2-32". The "18.2-32" option is highlighted with a blue box, and a tooltip is visible over it containing the text "First and second degree murder". Below the list, there is an input field for "DCN".

Pre-Log—Reason for Collection—Arrestee, continued

**Step 9a: Reason for Collection—
Arrestee, continued**

If one of the “Conspiracy/Attempt” code sections is chosen in the Qualifying Charge field, a “Related Qualifying Charge” drop-down field will appear.

**Step 9a: Reason for Collection—
Arrestee, continued**

Select the “Related Qualifying Charge” from the drop-down.

Step 9a: Reason for Collection—Arrestee, continued

Fill in the name of the **Arresting Officer** and the **DCN** for the qualifying charge.
The DCN is found in Live Scan or on the fingerprint card.

Pre-Log—Reason for Collection—Felony and Misdemeanor Convictions, Plea Agreement**Step 9b: Reason for Collection—
Felony Conviction**

Selecting **Felony Conviction** will cause a text box to appear.

Enter the **Qualifying Conviction** code.

**Step 9c: Reason for Collection—
Misdemeanor Conviction**

Selecting **Misdemeanor Conviction** will cause a drop-down list to appear. Scroll and click the correct qualifying misdemeanor conviction.

Only misdemeanor charges requiring DNA samples upon conviction appear in the drop-down.

TIP: Hovering the cursor over the code citation will show a blue box that contains the description of that charge.

Selecting **Local Ordinance** will cause a text box to appear. Enter the qualifying **Local Ordinance** code.

Step 9d: Reason for Collection—Plea Agreement

Selecting **Plea Agreement** will cause a text box to appear. Enter the **Qualifying Conviction** code.

Be sure to enclose a copy of the **Circuit Court** order with the DNA sample.

Pre-Log—Reason for Collection—Sex Offender Registry, Date Collected, Sample Collected By**Step 9e: Reason for Collection—Sex Offender Registry**

Selecting **Sex Offender Registry** will cause two additional information boxes to appear.

Enter the **Qualifying Conviction** code.

Then select the correct **State** from the drop-down menu.

For out-of-state convictions, enter the other state's code section.

Gender: Male
Race: Unknown
SSN: 123-45-6789
Reason for Collection: Sex Offender Registry
Qualifying Charge/Conviction: 18.2-61
State: VA - VIRGINIA

Step 10: Date Collected and Sample Collected By

The **Date Collected** field is auto-populated with today's date.

Enter the First and Last Name of the person collecting the DNA sample in the **Sample Collected By** field.

Date Collected: 03/10/2022
Sample Collected By: JOHN DOE

Step 11: Click **Next** to move to the next screen

OR

Clear Entry if needed.

Next > Clear Entry

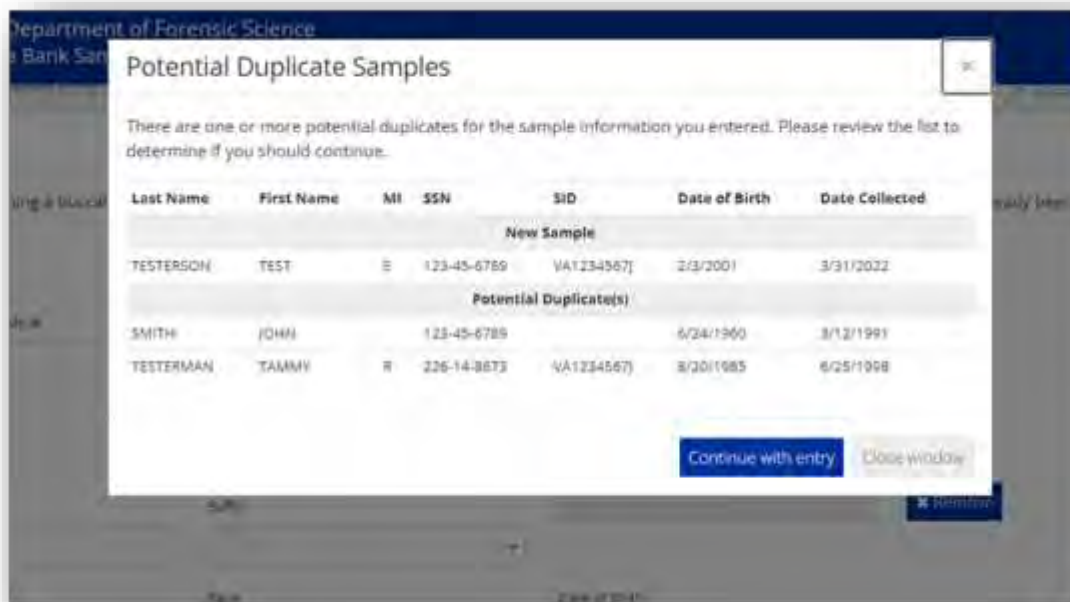
Pre-Log—Potential Duplicates

Once **Next** is clicked, any duplicate information already in the system will be presented in a pop-up box. If this box does not appear, then there is no duplicate information.

If a pop-up box appears, carefully review the information to determine if any of the **Potential Duplicates** are a match.

In the example below, the first potential duplicate shares the SSN with the new sample. The second potential duplicate is a different sample that shares the SID with the new sample.

Neither of the potential duplicates are the same person as the new sample even though one of the identifiers matches. In this example, click **Continue with entry** to move to the next screen.



If a duplicate already exists in the system and the new DNA sample has already been collected, click **Continue with entry** and submit to the DNA Data Bank.

If a duplicate already exists in the system and the new DNA sample/thumbprints has NOT already been collected, click **Close window** and clear the pre-logged entry. The DNA buccal collector kit may then be saved for the next sample to be collected.

Pre-Log—Review Entry**Step 12: Review Entry**

Review all entered information for accuracy.

Review Entry

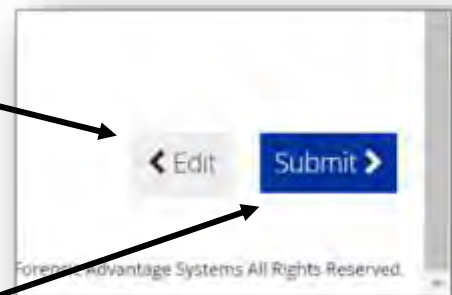
Please review your entry and confirm that it is correct before continuing.
Clicking Submit is like dropping the form in the mail... you will not be able to make changes after you Submit.

Kil Barcode #:	M12345	Entered By:	JDOE	Agency Name:	ANYTOWN POLICE DEPARTMENT
Date Entered:	3/24/2022	First Name:	TEST	Middle Initial:	C
Last Name:	TESTLY	Aliases:			
Suffix:		Race:	Unknown		
Gender:	Male	SSNs:	123-45-6789	SIOW:	VA1234569J
Date of Birth:	2/3/2001	Qualifying Charge:	18.2-250		
Reason for Collection:	Felony Conviction	Sample Collected By:	OFC JOHN SMITH		
Date Collected:	3/24/2022				

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Step 12: Review Entry, continued:If a correction is needed, click **Edit** to go back.If all information is correctly entered, click **Submit**.

NOTE: Clicking **Submit** is like dropping the form into the mail—no changes are able to be made after clicking **Submit**.



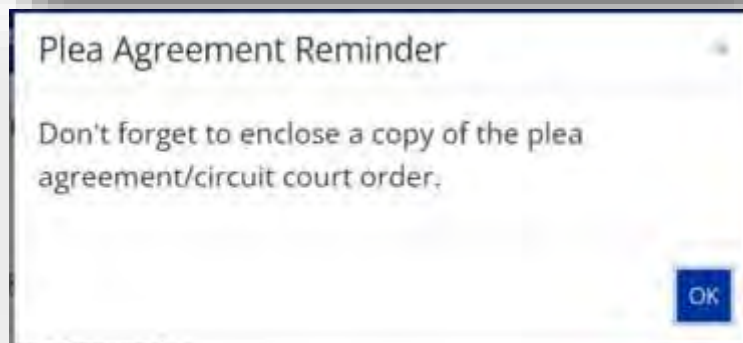
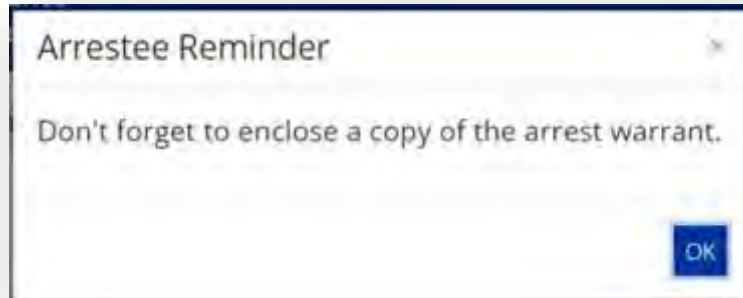
Pre-Log—Ready to Send Sample

Step 13: Ready to Send Sample

Place the DNA sample and submission form (SIDE B filled in) in the sample mailing envelope.

NOTE: A copy of the arrest warrant **MUST** be enclosed for all Arrestee samples.

A copy of the Circuit Court plea agreement **MUST** be enclosed for all Plea Agreement samples.



For Pre-Logged submissions, only SIDE B (below) of the submission form needs to be filled in.

NOTE: For pre-logged submissions, you only need to fill out the backside (SIDE B - see image below) of the submission form and collect thumbprints.

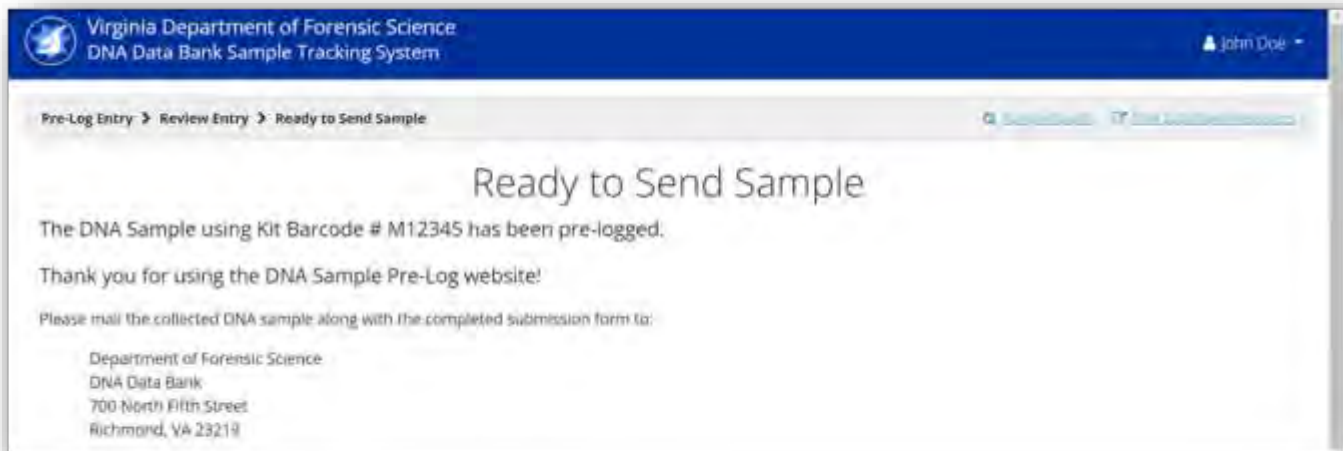
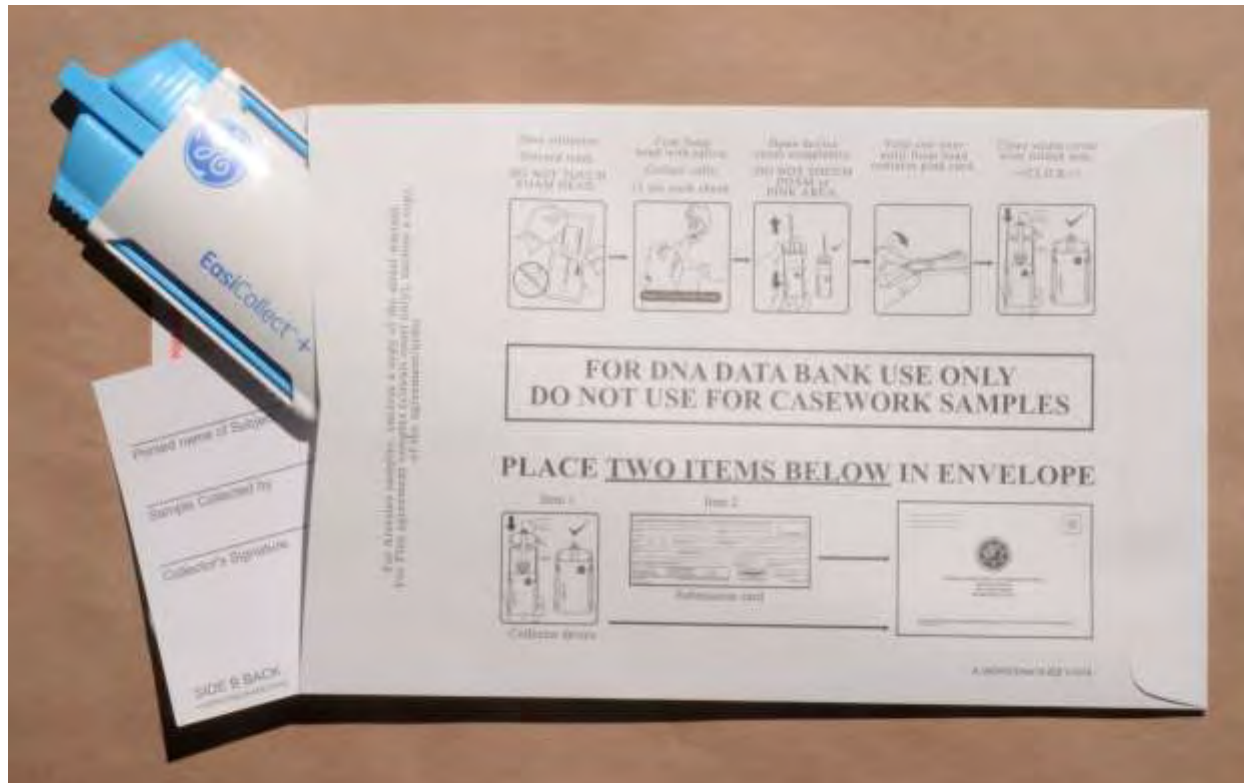
View [submission details](#) for a printable copy of your submission.

Printed name of Subject		For questions concerning DNA collection, please contact Virginia DNA Data Bank (804) 786-3789 fax (804) 786-9985 Additional guidance is available at www.dfs.virginia.gov	RIGHT THUMB	<input type="text"/>
Sample Collected by	PRINT NAME		LEFT THUMB	<input type="text"/>
Collector's Signature	Date			
SIDE B BACK		ALL INFORMATION IS REQUIRED		

Pre-Log—Ready to Send Sample, continued

Step 13: Ready to Send Sample, continued

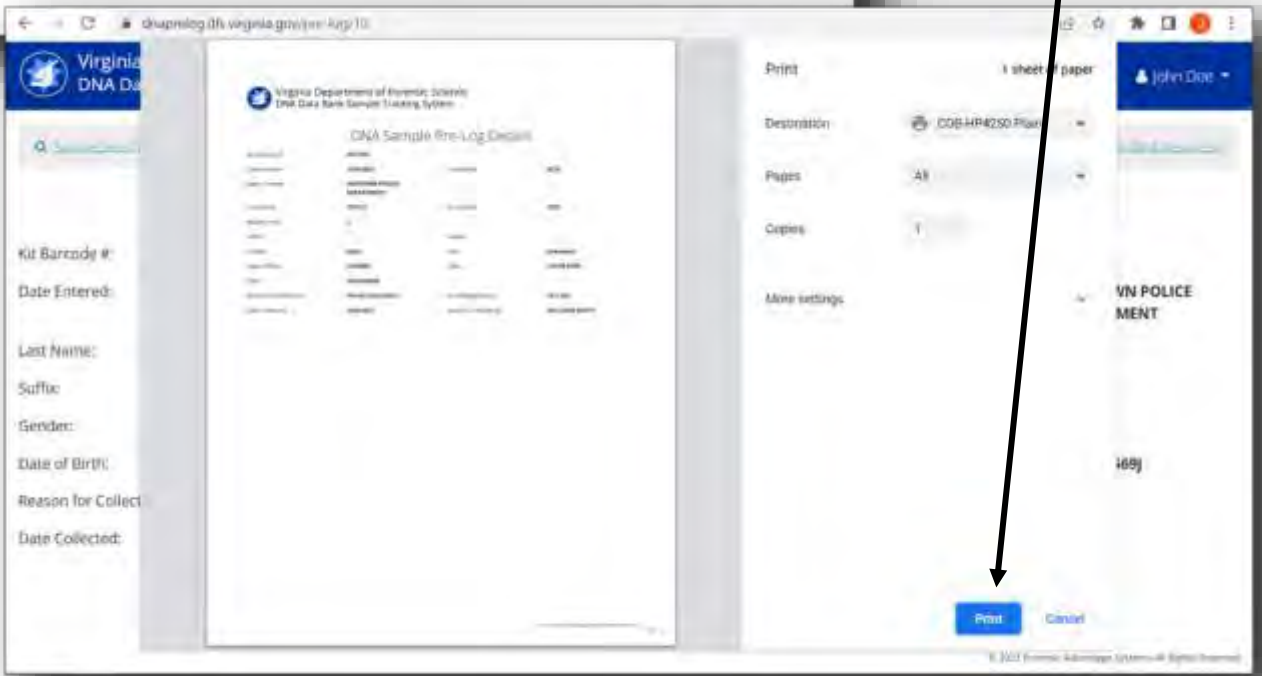
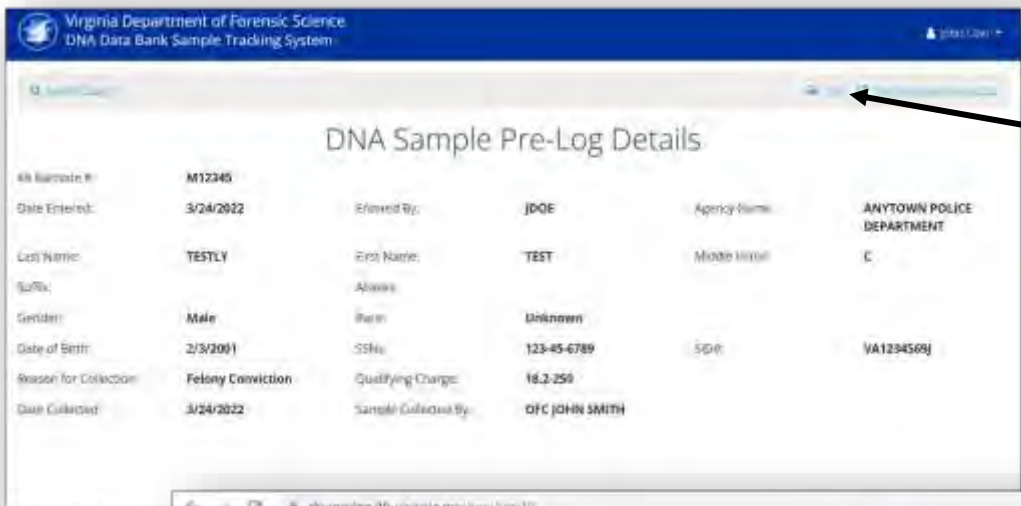
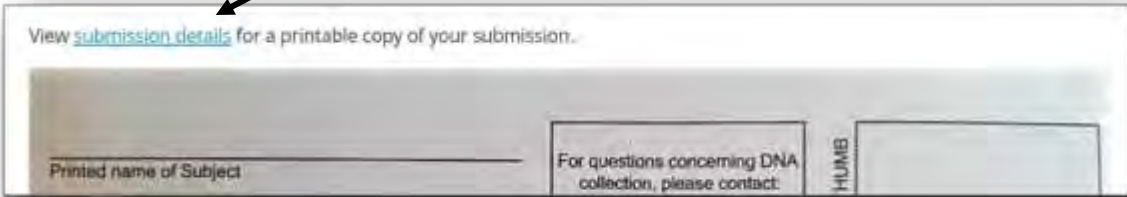
Enclose *at least* the collector device and submission form in the mailing envelope. Other documentation (e.g., arrest warrant/capias, court order, etc.), may also be enclosed in the sample mailing envelope prior to sealing it.



Data Bank samples may be mailed using the mailing envelope provided in the buccal collector kit or delivered to any DFS regional laboratory.

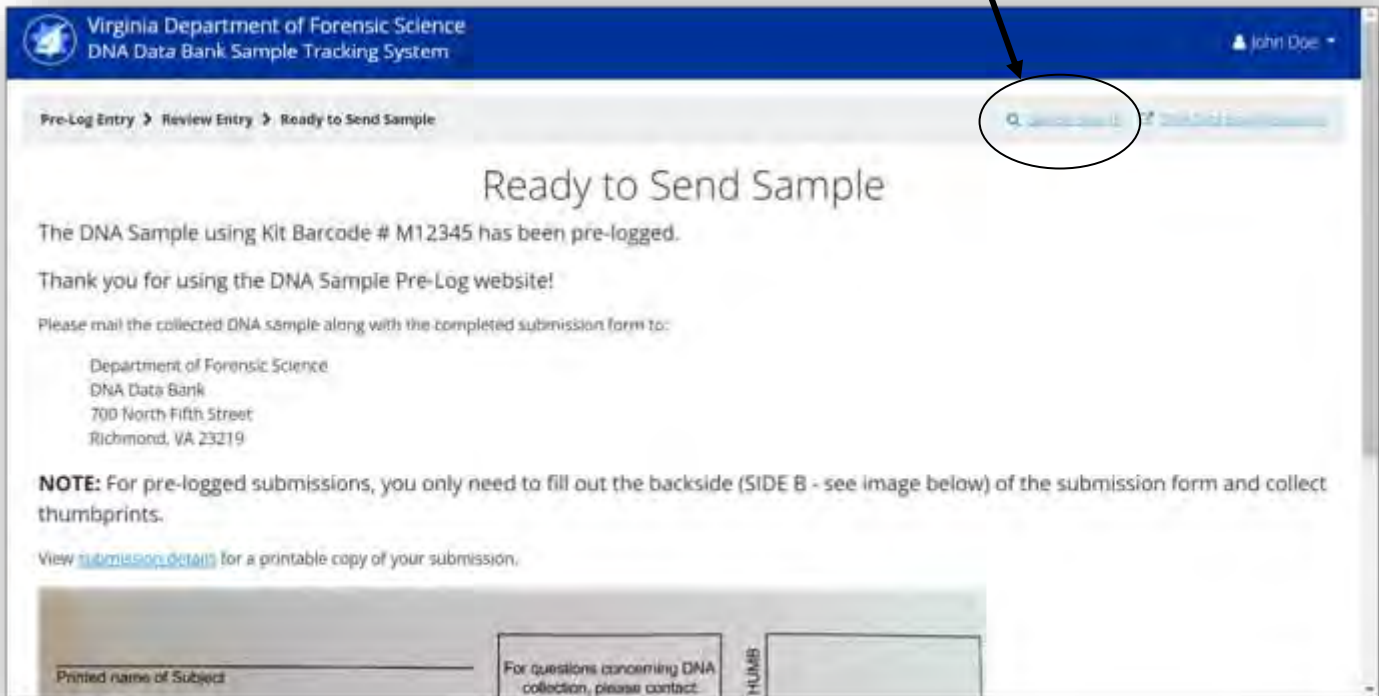
Pre-Log—Print Sample Submission

To Print the Sample Submission:
Click the **Submission Details** link. Click **Print**.



User Session Sign Out

To navigate back to the **Sample Search** screen for the next sample, click on **Sample Search** in the upper right corner.



If you have concluded your search and pre-log entry session, click on your name in the upper right corner of the screen.

Select **Sign Out** from the drop down to leave the session.

NOTE: Merely closing the browser tab will not sign you out, you **MUST** completely close the browser or **Sign Out**.



For System Support or Additional Information

Contact the DNA Data Bank:

Email: DNADatabank@dfs.virginia.gov

Phone: (804) 786-3789

Fax: (804) 786-9985

