



DNA Data Bank Buccal Sample Collection and Submission - WHITE Collection Kit

Issued June 29, 2022



Before Collecting Buccal Sample

- Virginia law requires you to verify that a sample has not previously been taken from the subject by accessing the “DNA Data Bank SAmple Tracking System (DBSATS)” application website:

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

- User access is granted by your agency through the Agency Site Administrator
 - Agencies can establish a new Site Administrator by contacting the DNA Data Bank



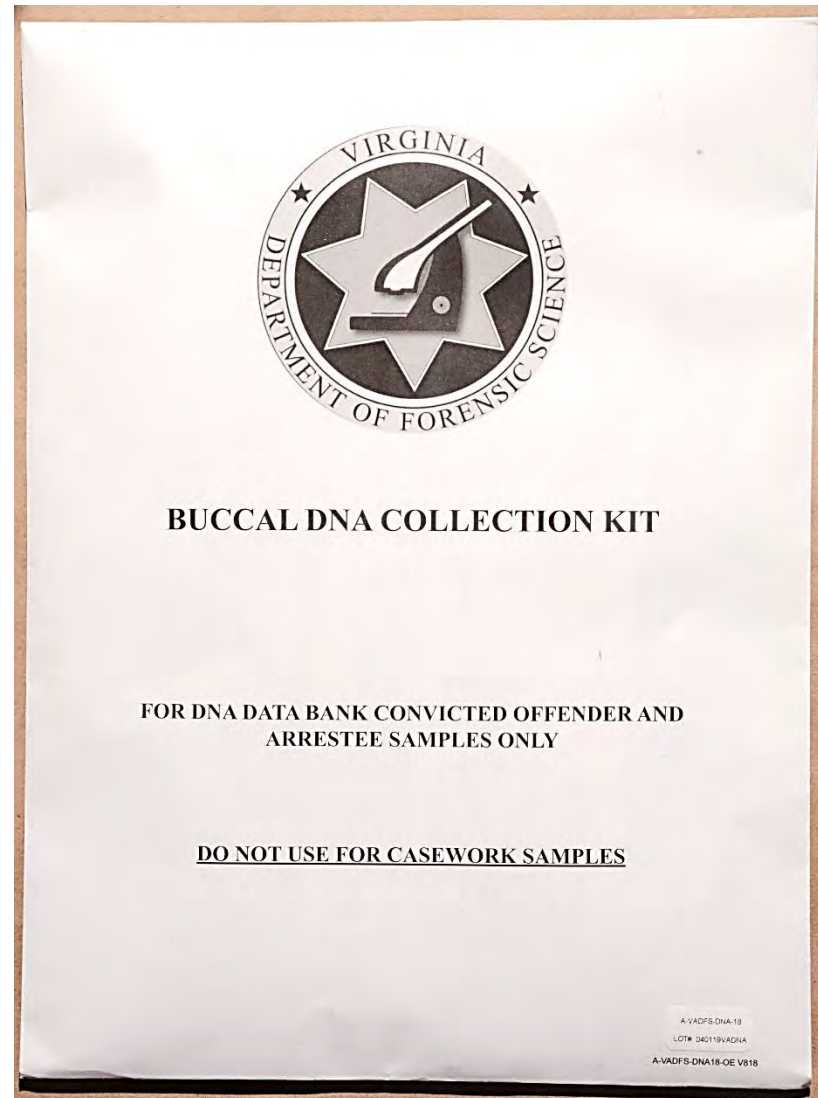
Checking DBSATS

- Conduct a search using the subject's name or social security number
 - Use name, SSN and any aliases if no match is found for subject from your initial search
- If a match is made, verify that other identifying information is correct
- If a match is verified, you should NOT take an additional sample

Only DNA Data Bank Samples Should Be Collected Using This Kit

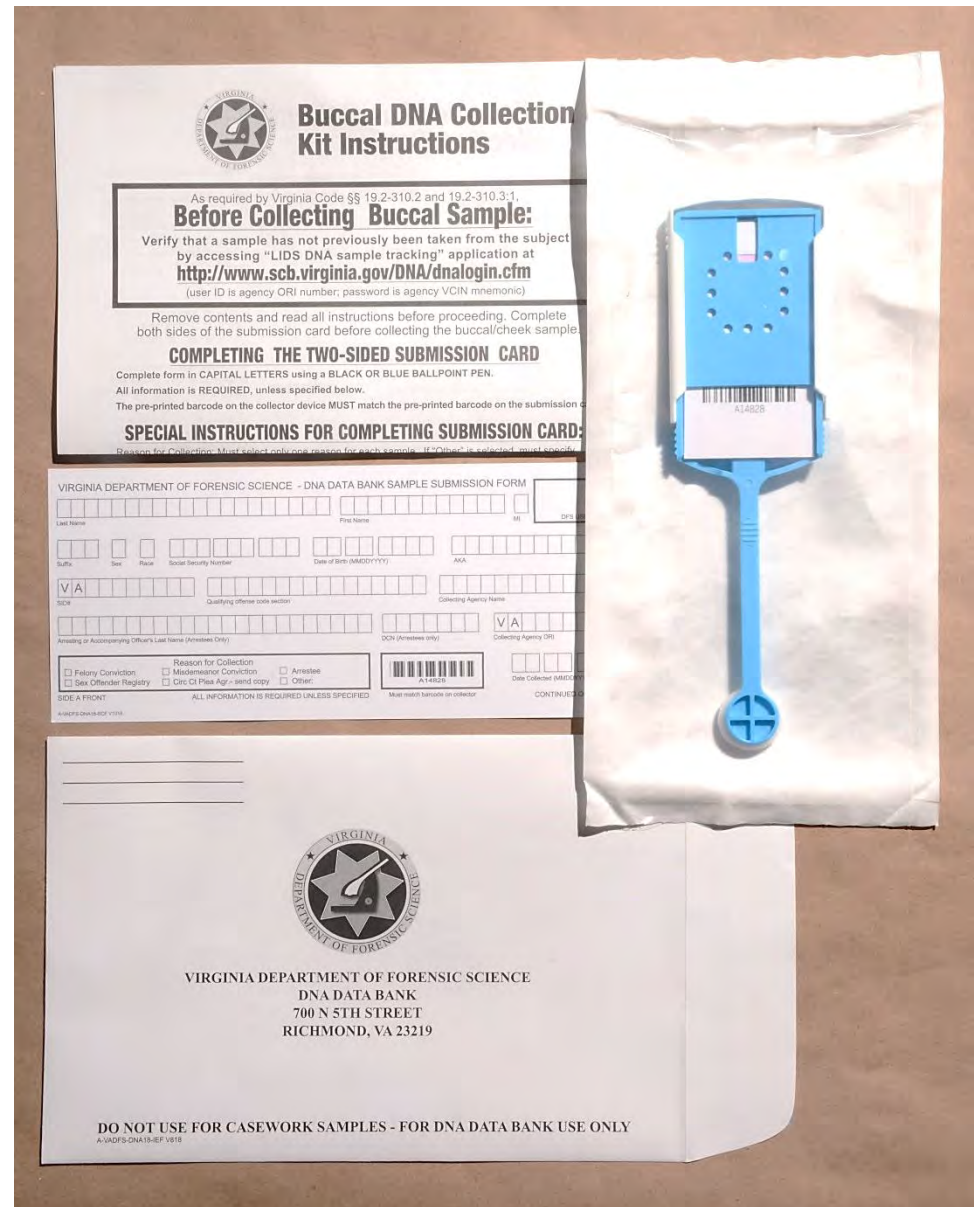


- Once you confirm a sample is required from the person after checking DBSATS, you may open the kit



Contents of kit

- Instruction sheet
- 2-sided submission form
- Buccal collector
- Addressed return envelope



Completing the Submission Form – Side A Front



***Side A needs to be filled out for manual sample collection. If you are using the pre-log feature of DBSATS, Side A may be left blank**

- Last Name, First Name, MI
- Suffix, Sex, Race, Social Security Number
- Date of Birth, AKA information

VIRGINIA DEPARTMENT OF FORENSIC SCIENCE - DNA DATA BANK SAMPLE SUBMISSION FORM

Last Name												First Name												MI	DFS USE ONLY
Suffix			Sex	Race	Social Security Number			Date of Birth (MMDDYYYY)			AKA														

Completing the Submission Form – Side A Front



***Side A needs to be filled out for manual sample collection. If you are using the pre-log feature of DBSATS, Side A may be left blank**

VIRGINIA DEPARTMENT OF FORENSIC

Last Name																				
Suffix			Sex		Race		Social Security Number													
V	A																			
SID#														Qualifying offi						
Arresting or Accompanying Officer's Last Name (Arrest Only)																				
<input type="checkbox"/> Felony Conviction										Reason for C										
<input type="checkbox"/> Sex Offender Registry										<input type="checkbox"/> Misdemeanor Convic										
										<input type="checkbox"/> Circ Ct Plea Agr.- ser										
SIDE A FRONT										ALL INFORMATI										
A-VADFS-DNA18-SCF V1018																				

SID#

- If the subject has been assigned a SID number, it must be entered in this field


Completing the Submission Form – Side A Front



*Side A needs to be filled out for manual sample collection. If you are using the pre-log feature of DBSATS, Side A may be left blank

Qualifying Offense Code Section

- Required for all samples
- Enter one character per box

Suffix	Sex	Race	Social Security Number	Date of Birth (MMDDYYYY)	AKA
V A					
SID#	Qualifying offense code section				Collecting
Arresting or Accompanying Officer's Last Name (Arrestees Only)				DCN (Arrestees only)	
<input type="checkbox"/> Felony Conviction			Reason for Collection		
<input type="checkbox"/> Sex Offender Registry			<input type="checkbox"/> Misdemeanor Conviction	<input type="checkbox"/> Arrestee	
			<input type="checkbox"/> Circ Ct Plea Agr.- send copy	<input type="checkbox"/> Other:	
SIDE A FRONT			ALL INFORMATION IS REQUIRED UNLESS SPECIFIED		
			 A14828		
			Must match barcode on colle		

Completing the Submission Form – Side A Front



*Side A needs to be filled out for manual sample collection. If you are using the pre-log feature of DBSATS, Side A may be left blank

Collecting Agency Name

- Print name or known abbreviation for Collecting Agency

IMPLE SUBMISSION FORM

										DFS USE ONLY	
										MI	
		AKA									
		Collecting Agency Name									
		Collecting Agency ORI									
		Date Collected (MMDDYYYY)									

Barcode: A 14828

Match barcode on collector

CONTINUED ON BACK

Completing the Submission Form – Side A Front



***Side A needs to be filled out for manual sample collection. If you are using the pre-log feature of DBSATS, Side A may be left blank**

Required Fields for Arrestee Samples –

- Arresting Officer's Last Name
- DCN (printed on the fingerprint card or assigned by LiveScan)

The image shows a screenshot of the 'Submission Form Side A Front'. The form is divided into several sections. At the top, there are fields for 'SID#' and 'Qualifying offense code section'. Below these are fields for 'Arresting or Accompanying Officer's Last Name (Arrestees Only)' and 'DCN (Arrestees only)'. A red arrow points to the 'DCN' field. To the right of the 'DCN' field is a 'Collecting Agency Name' field, also with a red arrow pointing to it. Below the 'DCN' field is a 'Reason for Collection' section with several checkboxes: 'Felony Conviction', 'Sex Offender Registry', 'Misdemeanor Conviction', 'Circ Ct Plea Agr.- send copy', 'Arrestee', and 'Other:'. A red arrow points to this section. To the right of the 'Reason for Collection' section is a barcode with the number 'A14828' below it. Below the barcode is the text 'Must match barcode on collector'. At the bottom left, there is a 'Date' field. The form is labeled 'SIDE A' and 'ALL INFORMATION IS REQUIRED UNLESS SPECIFIED'. The footer contains the text 'A-VADFS-DNA18-SCF V1018'.

Completing the Submission Form – Side A Front



*Side A needs to be filled out for manual sample collection. If you are using the pre-log feature of DBSATS, Side A may be left blank

Collecting Agency ORI#

- Required for All Samples
- Include all numbers and letters for ORI

AMPLE SUBMISSION FORM

										DFS USE ONLY									
										MI									
			AKA																
			Collecting Agency Name																
(Arrestees only)					V A														
					Collecting Agency ORI														
A14828										Date Collected (MMDDYYYY)									
ist match barcode on collector										CONTINUED ON BACK									


Completing the Submission Form – Side A Front



***Side A needs to be filled out for manual sample collection. If you are using the pre-log feature of DBSATS, Side A may be left blank**

Reason For Collection – Required for All Samples

- You must specify reason sample is being collected
- If “Other” is reason, you must explain in space provided

Arresting or Accompanying Officer's Last Name (Arrestees Only)		DCN (Arrestees only)
Reason for Collection <input type="checkbox"/> Felony Conviction <input type="checkbox"/> Misdemeanor Conviction <input type="checkbox"/> Arrestee <input type="checkbox"/> Sex Offender Registry <input type="checkbox"/> Circ Ct Plea Agr.- send copy <input type="checkbox"/> Other:		 A14628
SIDE A FRONT	ALL INFORMATION IS REQUIRED UNLESS SPECIFIED	Must match barcode on collector
A-VADFS-DNA18-SCF V1018		

Completing the Submission Form – Side A Front



***Side A needs to be filled out for manual sample collection. If you are using the pre-log feature of DBSATS, Side A may be left blank**

- Sample must be received by the Department of Forensic Science within 15 days of being collected

LE SUBMISSION FORM

[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] MI

DFS USE ONLY

[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] AKA

[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] Agency Name

[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] V A ing Agency ORI

(es only)

[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] Date Collected (MMDDYYYY)

A14828

barcode on collector

CONTINUED ON BACK

A large red arrow points from the bottom-left towards the 'V A' field in the 'ing Agency ORI' row.

Completing the Submission Form – Side B Back



***Side B must be completely filled out for both manual sample collection
AND samples collected using the pre-log feature of DBSATS**

<hr/> <p>Printed name of Subject</p> <hr/>	<p>For questions concerning DNA collection, please contact:</p> <p>Virginia DNA Data Bank (804) 786-3789 fax (804) 786-9985</p> <p>Additional guidance is available at www.dfs.virginia.gov</p>	<p>RIGHT THUMB</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<hr/> <p>Sample Collected by PRINT NAME</p> <hr/>		<p>LEFT THUMB</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<hr/> <p>Collector's Signature Date</p> <hr/>		
<p>SIDE B BACK ALL INFORMATION IS REQUIRED</p> <p><small>A-VADFS-DNA18-SCB V1018</small></p>		

- Use blue or black ink
- Print legibly

Completing the Submission Form – Side B Back



***Side B must be completely filled out for both manual sample collection AND samples collected using the pre-log feature of DBSATS**

REQUIRED:

- Printed name of subject
- Printed name and signature of person collecting sample
- Date of sample collection

Printed name of Subject

Sample Collected by PRINT NAME

Collector's Signature Date

For question collection

Virginia (800) 552-3343
fax (800) 552-3343

Additional information
www.vdofsc.com

SIDE B BACK ALL INFORMATION IS REQUIRED
A-VADFS-DNA18-SCB V1018

Completing the Submission Form – Side B Back



***Side B must be completely filled out for both manual sample collection
AND samples collected using the pre-log feature of DBSATS**

Thumbprints of Subject

- User agency must provide ink pad
- Press subject's left thumb on ink pad, then press (DO NOT ROLL) in correct box
- Repeat with right thumb

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

LEFT THUMB

Collecting the Buccal Sample



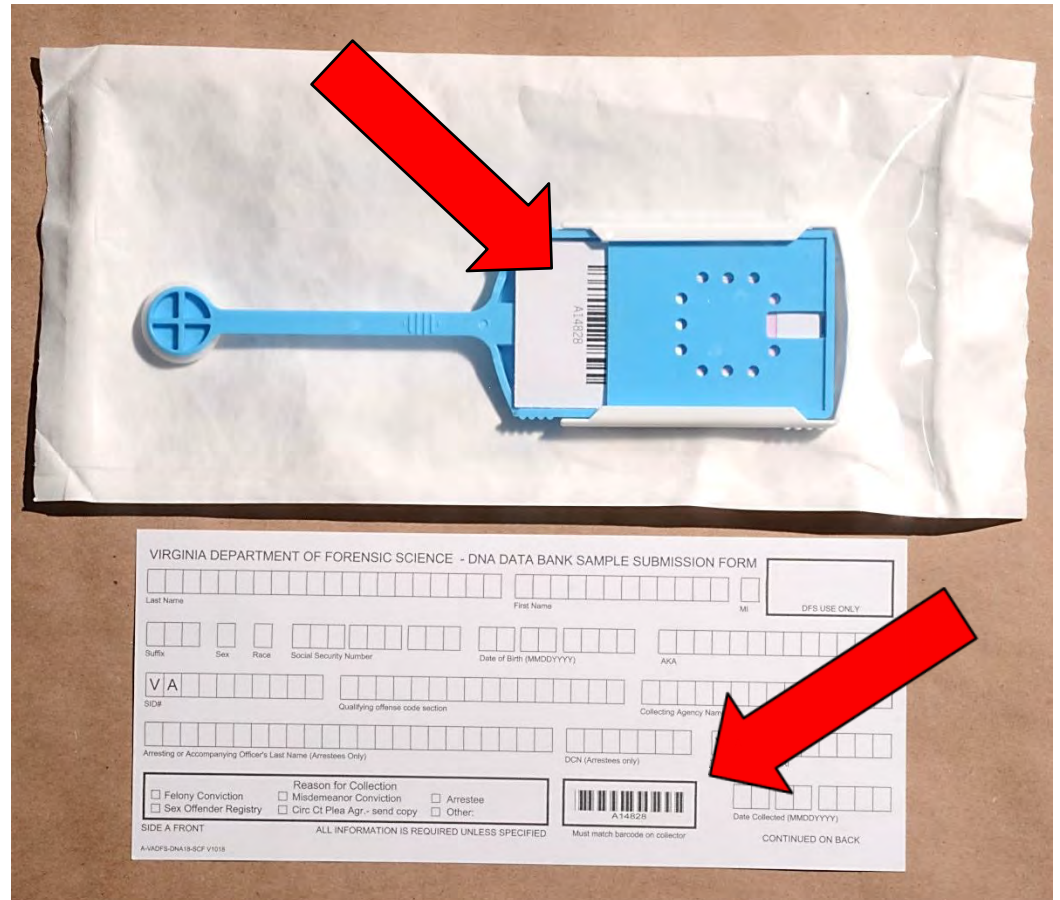
- Before beginning to collect the swab, put on disposable gloves (not provided in kit)
- Check subject's mouth and remove any foreign material
 - Do not remove tongue/mouth piercing, false teeth, etc.

Collecting the Buccal Sample



****IMPORTANT****

- Barcode label on swab device MUST match barcode label on the Submission Form - Side A Front



Collecting the Buccal Sample



- Remove buccal collector from wrapper
- ****IMPORTANT**** – **Discard plastic wrapper** – do NOT use to send sample to the DNA Data Bank
- The DNA sample needs to dry after collection and will not dry if enclosed in plastic wrapper



Collecting the Buccal Sample



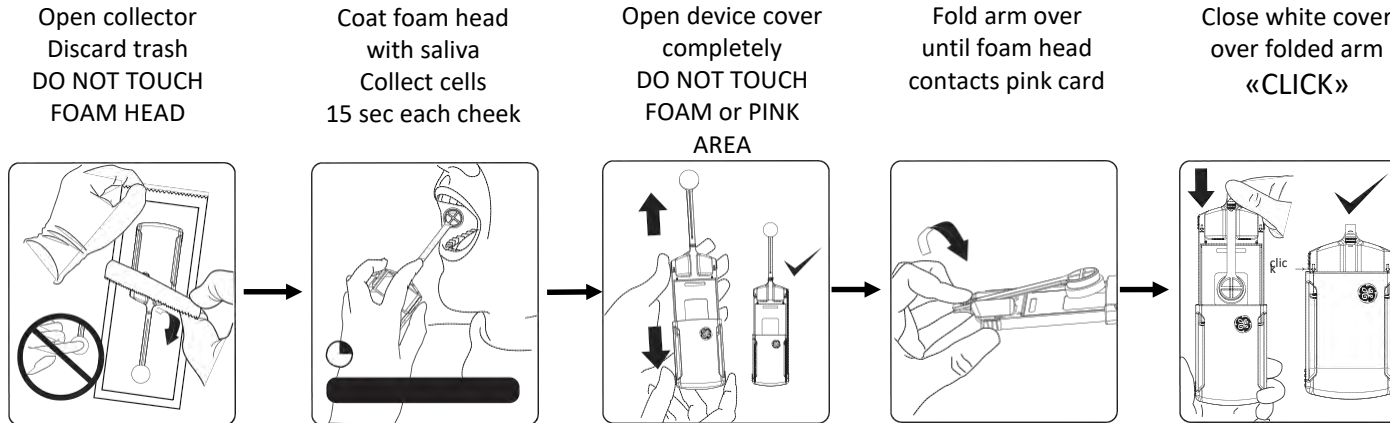
****IMPORTANT****

Do NOT touch foam head

This may cause contamination



Collecting the Buccal Sample



Instructional videos can be found here:

[Offender self-collection](#)

[Officer/technician collection](#)

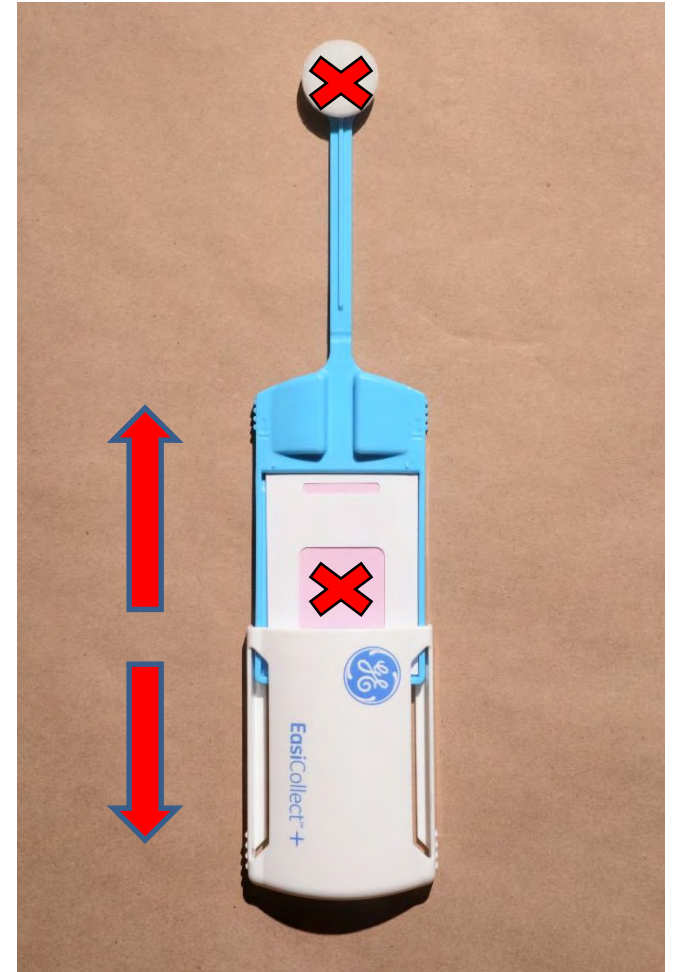
After Collecting the Buccal Sample



- Pull open the device cover completely

****IMPORTANT****

Do NOT touch foam head or pink paper as this may cause contamination



After Collecting the Buccal Sample



- Fold arm over until foam head contacts the pink card
- Close the white slider cover over the folded arm until it <<CLICKS>>



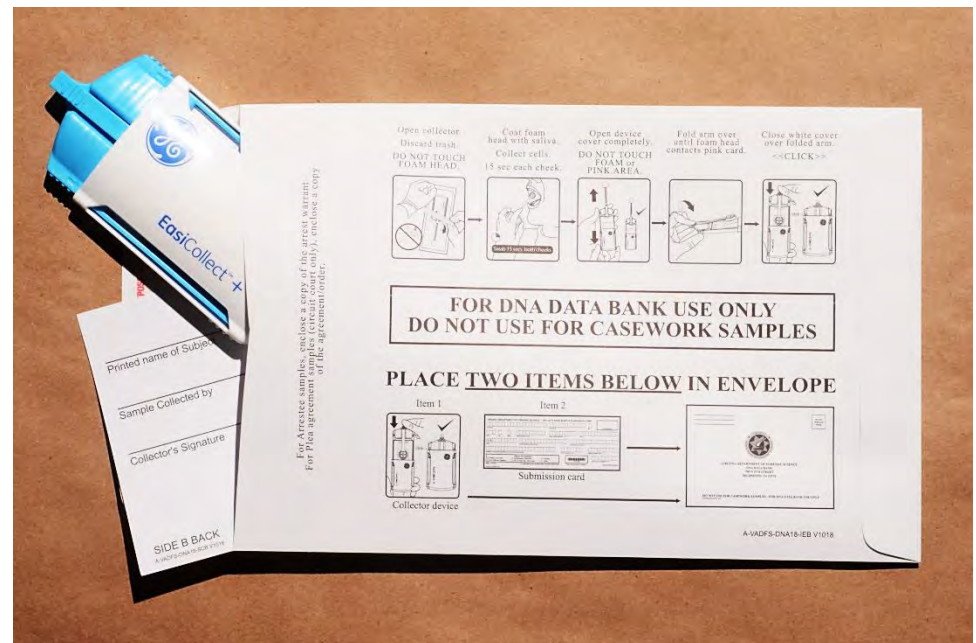
After Collecting the Buccal Sample



- Place the collector device and the submission form into the return envelope
- Place any other paperwork enclosures in the envelope and seal

****IMPORTANT****

Pre-printed barcodes
on collector device
and submission form
MUST match



Required Enclosures. . .



For Arrestee samples

- Ensure a copy of the arrest warrant for the qualifying offense is placed in envelope before sealing

For Plea Agreement samples (circuit court only)

- Ensure a copy of the plea agreement is placed in envelope before sealing

Submitting Kit to the DNA Data Bank

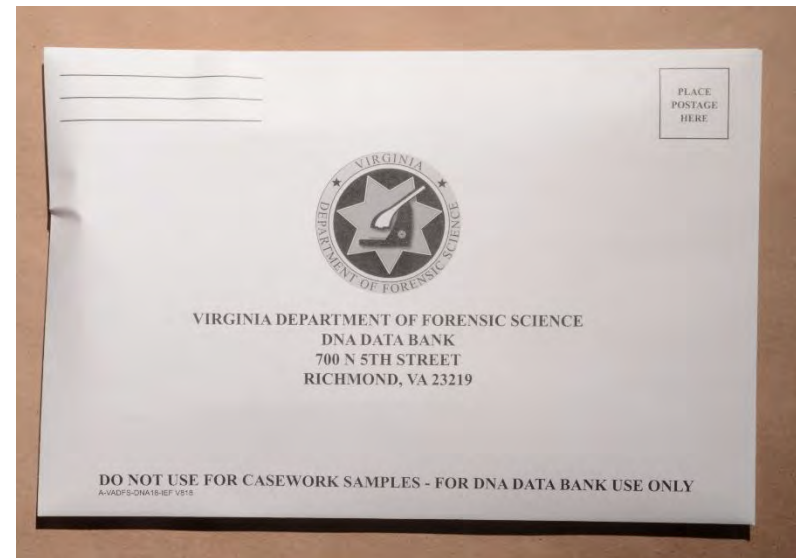


- Sealed storage envelope must be returned to the Department of Forensic Science within 15 days of collection
- **Two ways to return samples:**
 - Mail to the DNA Data Bank (using mailing envelope included in kit); OR
 - Hand deliver to the nearest DFS laboratory
 - Manassas, Norfolk, Richmond, Roanoke

Returning Collected Kit Via Mail



- If mailing a single sealed kit, be sure to affix proper postage and provide return address
- Multiple sealed kits may be enclosed and returned in a single mailing envelope (not provided)



Common Errors



- **Failure to completely fill in all subject information**
 - Front and Back of submission form must be completely filled in
 - Only Side B is needed if the pre-log feature of DBSATS is used to submit the information on Side A of the submission form
- **Barcode on buccal collector does not match barcode on submission form**
 - Pre-printed barcodes on both items must match
- **Buccal collector is enclosed in plastic wrapper**
 - Discard the plastic wrapper that the collector came in – do NOT use it to return the swab to the DNA Data Bank
 - DNA swab needs to dry while in transit to the lab




Common Errors

- **Failure to enclose required paperwork**
 - Arrest warrant (Arrestee samples)
 - Copy of Circuit Court plea agreement (Plea Agreement samples)
- **Failure of person collecting sample to print and sign name in “Sample Collected By” section**
- **Failure to return sample within 15 days of collection**
- **Failure to collect thumbprints**
- **Failure to write legibly**

DNA Data Bank Resources



- Each kit contains an instruction sheet
- This sheet contains further information explaining the collection of buccal DNA samples for the DNA Data Bank



Buccal DNA Collection Kit Instructions

As required by Virginia Code §§ 19.2-310.2 and 19.2-310.3-1,
Before Collecting Buccal Sample:
Verify that a sample has not previously been taken from the subject by accessing "LIDS DNA sample tracking" application at <http://www.scb.virginia.gov/DNA/dnalogin.cfm>
(user ID is agency ORI number; password is agency VCIN mnemonic)

Remove contents and read all instructions before proceeding. Complete both sides of the submission card before collecting the buccal/cheek sample.

COMPLETING THE TWO-SIDED SUBMISSION CARD

Complete form in CAPITAL LETTERS using a BLACK OR BLUE BALLPOINT PEN.
All information is REQUIRED, unless specified below.
The pre-printed barcode on the collector device MUST match the pre-printed barcode on the submission card.

SPECIAL INSTRUCTIONS FOR COMPLETING SUBMISSION CARD:

Reason for Collection: Must select only one reason for each sample. If "Other" is selected, must specify reason for sample collection.

Qualifying Offense Code: Located on the arrest warrant. Include periods, dashes, colons and parentheses, and use a separate box for each. Print one character per box, leaving unused boxes empty.

Arresting or Accompanying Officer: Complete for arrestee samples only.

DCN (document control number): Printed on the subject's fingerprint card or assigned by Live Scan. Complete for arrestee samples only.

TAKING THUMBPRINTS (SIDE B OF SUBMISSION CARD)

1. User agencies must provide ink pad.
2. Press subject's left thumb on ink pad, then press in box on form labeled "LEFT THUMB".
Do not roll subject's thumb. Follow using right thumbprint in the appropriate box.

SUBMITTING KIT TO THE DEPARTMENT OF FORENSIC SCIENCE

1. Place the following **TWO** items into the submission envelope: the submission card (both sides completed) and the buccal collector device.
2. For **arrestee samples**, ensure copy of arrest warrant for the qualifying offense is placed in submission envelope before sealing. For **samples ordered by a Circuit Court pursuant to a plea agreement**, ensure a copy of the plea agreement/order is placed in the submission envelope before sealing.
3. Do **NOT** enclose the DNA sample in plastic. Samples need to air dry during shipping to preserve the DNA.
4. Affix proper postage and return sealed submission envelope to the Department of Forensic Science within 15 days of collection. Multiple submission envelopes may be placed into a larger shipping envelope (if provided) and returned to the Department of Forensic Science. For hand-delivery, take to nearest Department of Forensic Science laboratory.

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DNA Data Bank Resources



<https://www.dfs.virginia.gov/laboratory-forensic-services/dna-databank/resources/>

DNA Data Bank Hours:

Monday – Friday 8:00 a.m. – 5:00 p.m.

Phone: 804-786-3789

Fax: 804-786-9985

DNAdatabank@dfs.virginia.gov