



COMMONWEALTH of VIRGINIA

DEPARTMENT OF FORENSIC SCIENCE

OFFICE OF THE DIRECTOR
A Nationally Accredited Laboratory
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To: All Law Enforcement Agencies Served by DFS
From: Linda C. Jackson, Director 
Date: June 5, 2024
RE: New DFS Process for DNA Data Bank Profile Inquiries

The Department of Forensic Science (DFS) recently implemented a new process to allow law enforcement officers to obtain information regarding whether an individual's DNA profile is in Virginia's DNA Data Bank. Previously, a requesting officer was required to submit a formal request on letterhead when seeking this information.

DFS has instituted a [web request form](#) that will forward these submitted requests to the Department's DNA Data Bank staff via encrypted email. After verifying the identity of the requestor, the Data Bank staff will provide a response to the requestor's official agency email.

As a reminder, under Virginia Code § 19.2-310.5, DFS may only confirm whether an individual is in the DNA Data Bank to a sworn law enforcement officer and only when that information is being sought in furtherance of an official criminal investigation of an offense that occurred within that law enforcement agency's jurisdiction. The [DNA Data Bank Sample Tracking System \(DBSATS\)](#) should be utilized by authorized law enforcement officials to search the DNA Data Bank and enter DNA Sample submission information before a Buccal DNA Collection Kit is submitted to DFS for a qualifying arrest or conviction.

For more information, please contact the DNA Data Bank staff at DNADataBank@dfs.virginia.gov.