

Attachment 16

The New York State **Convicted Offender DNA Specimen Collection Kit** includes the following items: DNA Databank Specimen Submission Form; Micro Card; small white envelop for the Micro Card; buccal swab; rubber gloves; ink pad; and ink removal towelette.

1. Before you put on the rubber gloves, fill out the DNA Databank Specimen Submission Form completely, ensuring that you have placed the **two barcode labels** and the **NYSID** number in the proper areas. If the NYSID is not available, use another official identification number such as Social Security #; Arrest #, Probation Client ID, or Drivers License #. Include your agency name and the O.R.I number. It is imperative that the barcode labels be placed on the small sample envelope and the Micro Card that are included in the kit. Make a copy of the submission form for your records.
2. Once the DNA Databank Specimen Submission Form is complete and you have attached the barcode labels, put on the rubber gloves. It is critical that you do not contaminate the inside of the Micro Card by touching it, sneezing or coughing toward it.
3. Peel open the foam tipped applicator (swab) at the handle and let the offender take it out of the paper.
4. Ask the offender to put the swab in his/her mouth and rub vigorously on the inside of one cheek then on the inside of the other cheek. When this is complete, have the offender put it under the tongue for about 10 seconds.
5. Take the swab from the offender and open the Micro Card (with the gloves on) and place the foam part of the swab against the circle inside the Micro Card and press side to side to ensure that the moisture has transferred to the circle area. Take care not to rub so hard that the paper tears. If you hold the card up to the light you can see the moisture through the card.
6. Discard the swab in the trash. **Check to ensure that the barcode sticker is adhered to the Micro Card before inserting into the small sample envelope.**
7. Close the card and put it in the small sample envelope (approximately 2" x 4" in size) that you filled out. Do not lick the envelope; peel off the paper revealing the self sealing flap. Close and seal the envelope, initial and date it. **Check to ensure that the NYSID number and barcode sticker are in the proper place on the envelope and submission form.**
8. Have the offender ink both index fingers and place the fingers in the appropriate boxes on the submission form; there is a disposable inked sheet in the kit for fingerprinting if you do not have access to an inkpad. Have the offender place their fingerprints on the "reprints" section also. If the fingerprints do not look clear, use the back of the form and have the offender do it again until you have a clear print. If an index finger is missing use a different finger and write which finger was used on the form next to the print.
9. Place the submission form and sealed sample envelope inside the large postage-paid envelope that is addressed to the DNA Databank, NYS Police Forensic Investigation Center. Remove the peel and stick strip over the red security tape, then seal the envelope. You cannot reopen the envelope. Remember to initial and date the back flap. Once those steps are completed, drop the envelope in the mail.

COMMON ERRORS TO AVOID

- No fingerprints on submission card.
- NYSID number is missing from sample envelope and/or submission form.
- Barcode sticker is missing from sample envelope and/or Micro Card.

