E Barcode Kit

Prepaid Return Envelope

Fingerprint Collection Supplies

DNA Collection Supplies

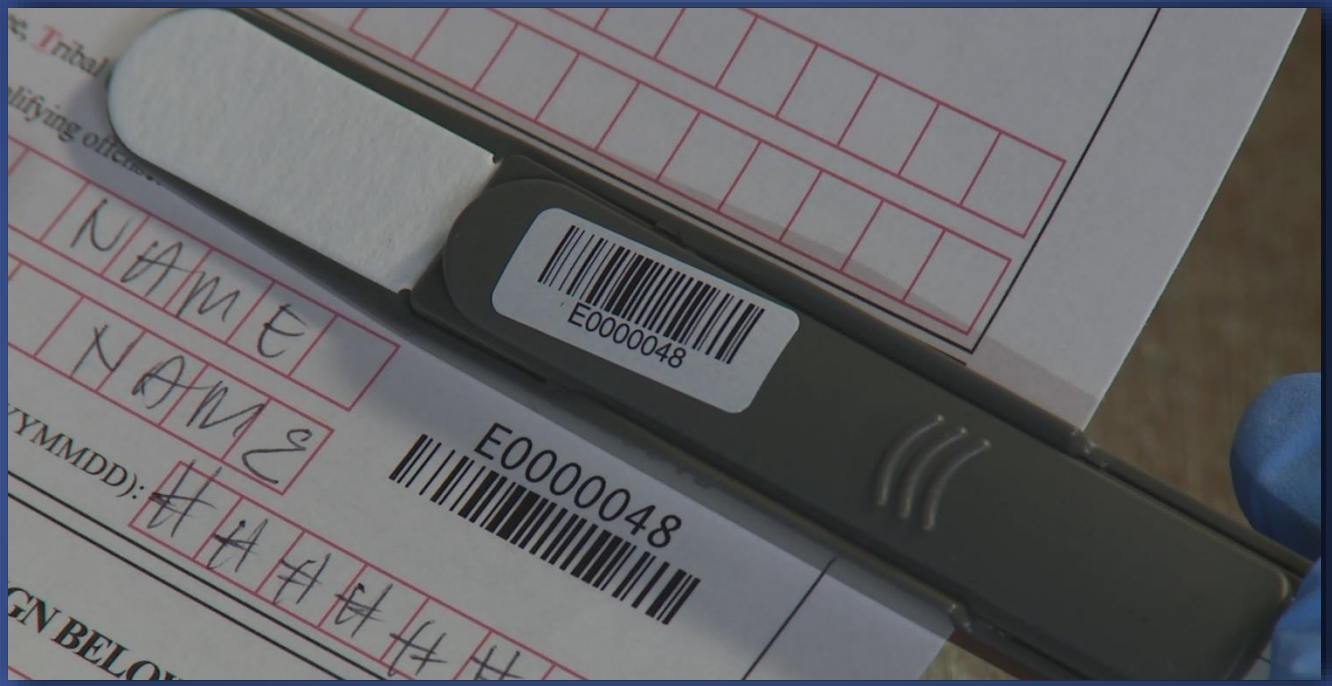
FD-936 Submission Form

This buccal collection kit contains everything necessary for collecting the subject's DNA sample.

Bode Collection Kit Contents

- Each kit will contain the following:
  - One Request for National DNA Database Entry Form (FD-936)
  - One Bode Collection Device
  - One collection device envelope containing one PillowPak™ desiccant
  - Collection Instructions
  - One agency code information sheet
  - One Pair of nitrile (latex-free) gloves (wear at all times while collecting sample)
  - One pre-inked fingerprint pad
  - Two clean wipes for ink removal
  - One kit return envelope

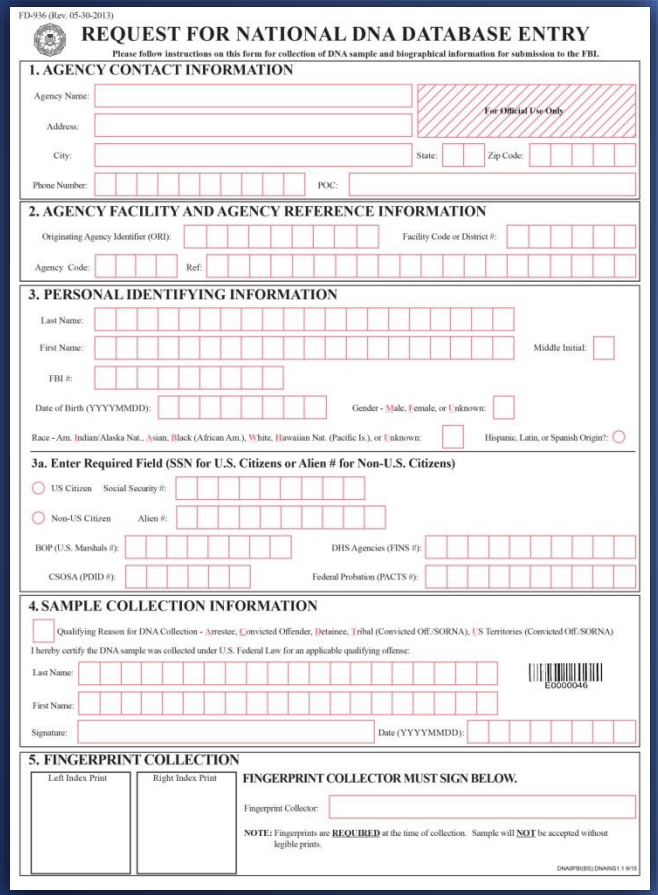
Unique Barcode



The FD-936 and collection device of each collection kit contain a unique barcode and must remain together throughout the entire process.

If an error is made, please dispose of the entire kit and begin again with an entirely new collection kit.

FD-936 Submission Form



FD-936 (Rev. 05-30-2013)

REQUEST FOR NATIONAL DNA DATABASE ENTRY

Please follow instructions on this form for collection of DNA sample and biographical information for submission to the FBI.

1. AGENCY CONTACT INFORMATION

Agency Name:

Address:

City:

For Official Use Only

State: Zip Code:

Phone Number: POC:

2. AGENCY FACILITY AND AGENCY REFERENCE INFORMATION

Originating Agency Identifier (ORI): Facility Code or District #:

Agency Code: Ref:

3. PERSONAL IDENTIFYING INFORMATION

Last Name:

First Name: Middle Initial:

FBI #:

Date of Birth (YYYYMMDD): Gender - Male, Female, or Unknown:

Race - Am. Indian/Alaska Nat., Asian, Black (African Am.), White, Hawaiian Nat. (Pacific Is.), or Unknown: Hispanic, Latin, or Spanish Origin?:

3a. Enter Required Field (SSN for U.S. Citizens or Alien # for Non-U.S. Citizens)

US Citizen Social Security #:

Non-US Citizen Alien #:

BOP (U.S. Marshals #): DHS Agencies (FINS #):

CSOSA (PDID #): Federal Probation (PACTS #):

4. SAMPLE COLLECTION INFORMATION

Qualifying Reason for DNA Collection - Arrestee, Convicted Offender, Detainee, Tribal (Convicted Off./SORNA), US Territories (Convicted Off./SORNA)

I hereby certify the DNA sample was collected under U.S. Federal Law for an applicable qualifying offense:

Last Name:

E0000046

First Name:

Signature: Date (YYYYMMDD):

5. FINGERPRINT COLLECTION

Left Index Print

Right Index Print

FINGERPRINT COLLECTOR MUST SIGN BELOW.

Fingerprint Collector:

NOTE: Fingerprints are **REQUIRED** at the time of collection. Sample will **NOT** be accepted without legible prints.

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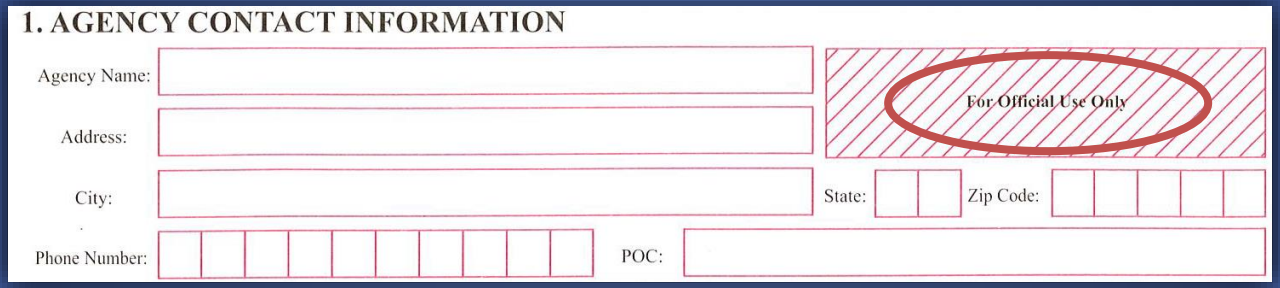
- **Use DARK BLUE or BLACK INK ONLY**
- **Write legibly inside of the red boxes**
- **It is acceptable to electronically transcribe the information**
- **Do not use correction fluid (ie. White-Out)**
- **Instructions on how to complete the form are located on the back of each form.**

Agency Contact Information


1. AGENCY CONTACT INFORMATION

Agency Name:

Address:

City:

Phone Number:

For Official Use Only

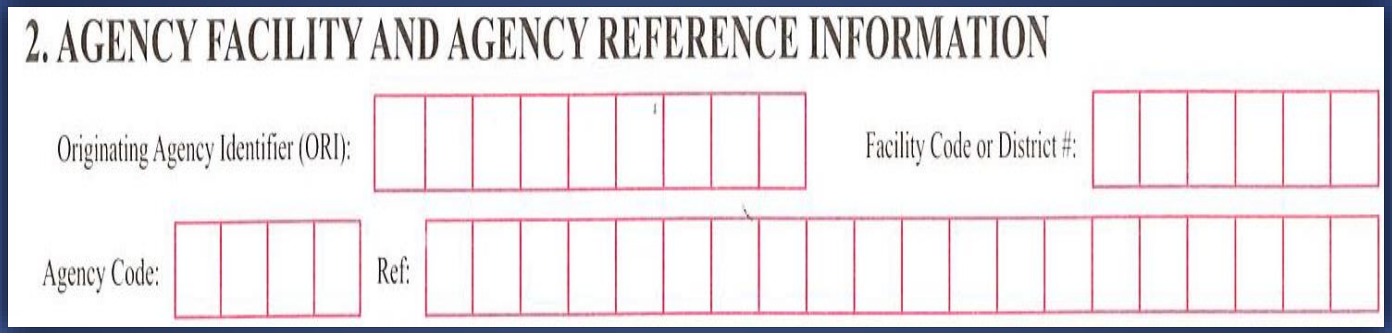
State:

Zip Code:

POC:

- **Provide name, address, and corresponding contact numbers of the agency where the sample is being collected**
- **A sticker or stamp with this information is acceptable as long as it is legible and does not obstruct the box marked "For Official Use Only"**

Agency Facility and Agency Reference Information


2. AGENCY FACILITY AND AGENCY REFERENCE INFORMATION

Originating Agency Identifier (ORI):

Facility Code or District #:

Agency Code:

Ref:

- <u>Agency Code</u> – abbreviation of agency (ie. FBI, USMS, BOP, etc.)
- <u>ORI</u> – unique to each facility and does not pertain to the subject (Please fill out only if you are aware of your agency's unique code.)
- <u>Facility Code or District Number</u> – should only be filled in if representing a USPO, BOP, of CSOSA
- Ref – Please use for a DNA#, Case# or any other relevant number that is not requested in section 3a.

- If collecting on behalf of another agency, use the contact information of the agency the subject is being collected from

Personal Identifying Information

3. PERSONAL IDENTIFYING INFORMATION

Last Name:

First Name: Middle Initial:

FBI #:

Date of Birth (YYYYMMDD): Gender - Male, Female, or Unknown:

Race - Am. Indian/Alaska Nat., Asian, Black (African Am.), White, Hawaiian Nat. (Pacific Is.), or Unknown: Hispanic, Latin, or Spanish Origin?:

3a. Enter Required Field (SSN for U.S. Citizens or Alien # for Non-U.S. Citizens)

US Citizen Social Security #:

Non-US Citizen Alien #:

BOP (U.S. Marshals #): DHS Agencies (FINS #):

CSOSA (PDID #): Federal Probation (PACTS #):

- **Subject's legal name and date of birth must be filled in**
- **AT LEAST one unique identifier such as; FBI Number, Social Security Number, Alien Number or BOP Number MUST be present**
- **Please ensure all known *Personal Identifying Information* pertaining to the subject is provided on the FD-936.**

Sample Collection Information

4. SAMPLE COLLECTION INFORMATION

Qualifying Reason for DNA Collection - Arrestee, Convicted Offender, Detainee, Tribal (Convicted Off./SORNA), US Territories (Convicted Off./SORNA)

I hereby certify the DNA sample was collected under U.S. Federal Law for an applicable qualifying offense:

Last Name:

First Name:

Signature:

Date (YYYYMMDD):

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- **Determine whether subject Qualifies as an:**
  - ***Arrestee*, any individual arrested or facing charges for a Federal offense. Write "A" in the designated box.**
  - ***Convicted Offender*, any individual convicted of a Federal offense or certain District of Columbia qualifying offenses. Write "C" in the designated box.**
  - ***Detainee*, any Non-United States citizen who is detained under the authority of the United States. Write "D" in the designated box.**
  - ***Tribal*, any individual convicted of a Federal offense or SORNA (Sexual Subject Registration and Notification Act) under Tribal Authority. Write "T" in the designated box.**
  - ***U.S. Territories*, any individual convicted of a Federal offense or SORNA in U.S. Territories. Write U in the designated box.**

- **Complete *Sample Collection Information* section with collector's legal name, date sample was collected, and collector's signature.**

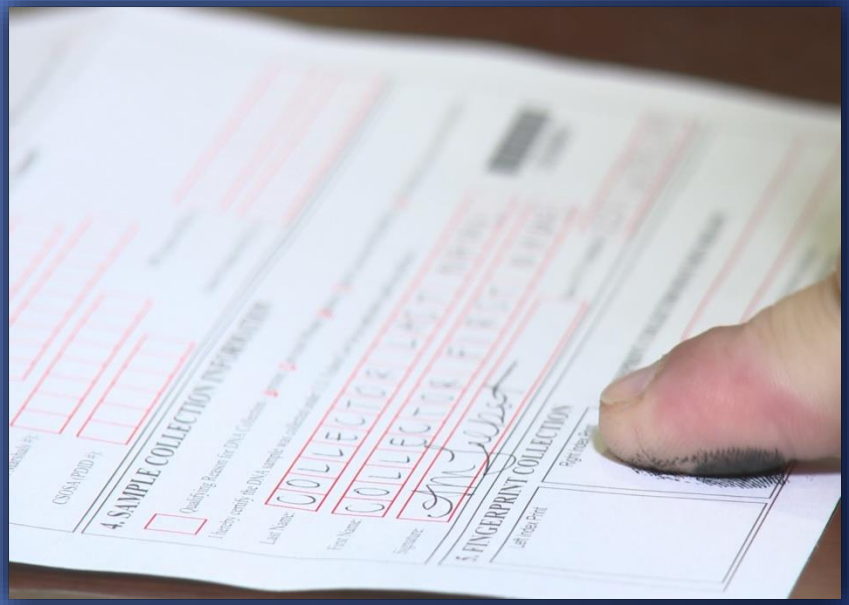
Fingerprint Collection

5. FINGERPRINT COLLECTION

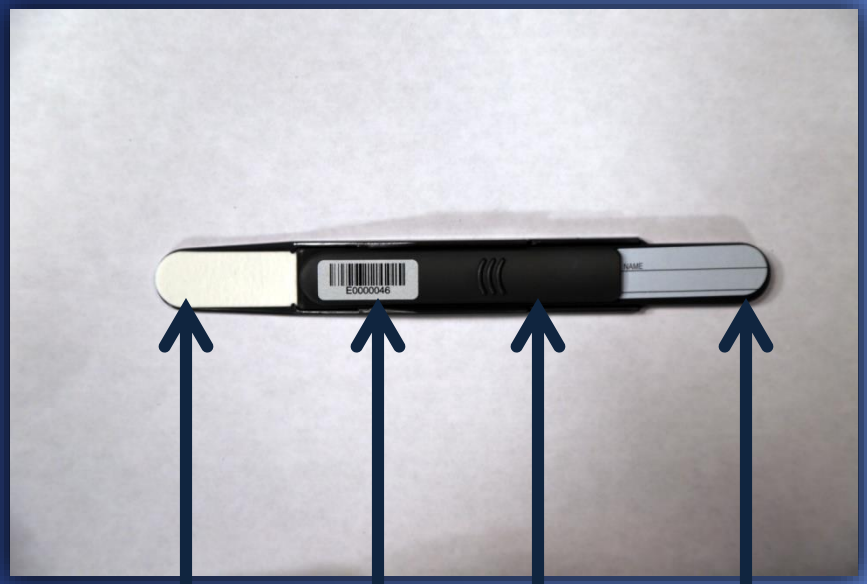
Left Index Print	Right Index Print	FINGERPRINT COLLECTOR MUST SIGN BELOW.
		Fingerprint Collector:
		NOTE: Fingerprints are **REQUIRED** at the time of collection. Sample will **NOT** be accepted without legible prints.

- **Legible fingerprints and collector's signature MUST be present on the FD-936**
- **Ensure appropriate index finger is printed in assigned box**
- **Other fingers may be utilized if index fingerprints cannot be obtained. However, this MUST be noted on the FD-936.**

Fingerprint Collection



Collection Device



- **Put on provided gloves**
- **Remove collection device from pouch**
- **Record subject's name and/or unique identifier on handle base**
- **Confirm that the subject's name and/or unique identifier correspond with information provided on the FD-936**

Note: If collection paper is not exposed, carefully move slider cover back. If the device separates, please reassemble.

Sample Collection

- Allow subject to hold device
  - Placing his/her thumb on area marked *thumb*
- Subject should place device with collection paper side flat against inside of his/her cheek
- Subject should drag device firmly toward lips and out of mouth
- He/she should repeat this action 7 more times
- Once complete, slider cover should be slid over collection paper

NOTE: The device MUST NOT rub back and forth against cheek. The objective of this collection is to gather DNA from the cheek cells, NOT the saliva, onto the collection paper.

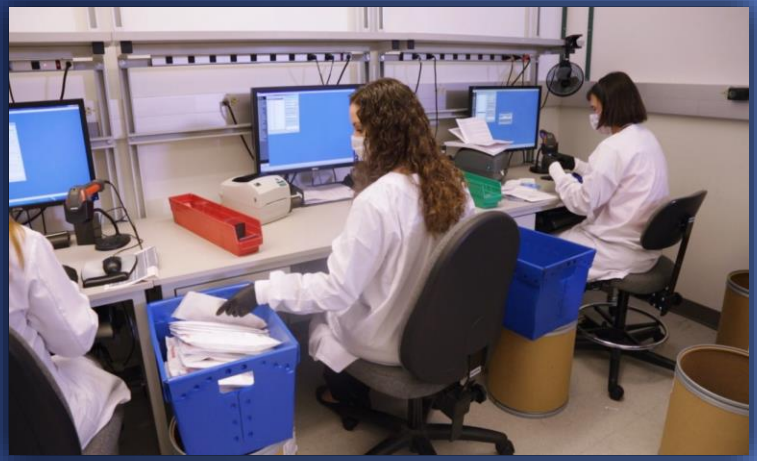
Sample Collection cont'd

- Place collection device inside white envelope
  - Place the Bode Collector with the name label down and collection paper tip toward the top flap in the white envelope
  - Secure by removing backing and sealing shut
- Place white envelope and FD-936 in provided prepaid return envelope
- Discard all other components
- If kit must be re-opened
  - Tape over seal, and initial and date over new seal

Rejected Kits

- Subject's name and/or unique identifier on collection device is different than what is documented on the FD-936
- Quality of fingerprints are poor or printed electronically
- No fingerprints on the FD-936
- Samples for multiple subjects are received in one return envelope
- Completed FD-936 is not included in submission
- Acceptable sample collection device is not included in submission
- Barcode on collection device is different than barcode on the FD-936
- Tamper evident seal is damaged or broken and has not been properly resealed

DNA Submissions



The DNA samples being collected could provide substantial investigative value to criminal cases. For this reason, it is imperative that all DNA kits are properly submitted.

Collection Kit Orders

FBI Laboratory

Buccal Collection Kit Re-Order Form

Please allow 2 weeks for delivery of collection kits.

Date Requested: _____

Agency Requesting Kits: _____

Person Requesting Kits: _____

Number Of Kits Needed: 50 ☐ 100 ☐ 150 ☐ 200 ☐ Other _____

(Kits must be ordered in multiples of 50)

Number Of Additional Forms Needed: _____

Note: An additional supply of forms equivalent to 10% of your total kit order will be included automatically

Shipping Address:

Facility: _____

Address: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Fax Number: _____

Point of Contact: _____

PLEASE FAX YOUR REQUEST DIRECTLY TO THE FBI LABORATORY AT (703) 632-7620

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (703) 632-7529

Official Use Only

Date Request Received: _____

Request Approved By: _____

FBI Release Number: _____

Date Request Sent To Contractor: _____

- **To order kits electronically: https://forms.fbi.gov/buccal-collection-kit-re-order-form**
- **Fax a kit order to FDDU: (703) 632-7620**
- **Email: fddu@ic.fbi.gov**
- **Allow two weeks for delivery after order has been received**
- **ONLY physical addresses accepted (no P.O. Boxes)**

Contact Information

(703) 632-7529

fddu@ic.fbi.gov

For more information:

https://www.fbi.gov/services/laboratory/biometric-analysis/federal-dna-database