

## MINNESOTA MISSING PERSON'S DNA PROJECT INSTRUCTIONS

- Oral swabs are collected from the relatives of missing persons for DNA analysis and entered into the National Missing Persons Database (NMPDD).
- Prior to the collection of a sample from a maternal and/or closely related biological relative of a missing person, a voluntary Consent for Collection, Testing and CODIS Entry form **must** be completed.
- Oral swab samples will be used for both mitochondrial and nuclear DNA analysis.
- **All submission must include a NCIC number.**

The family member's sample should be collected and submitted by law enforcement personnel only. **Use one kit per family member.**

- Step 1** Law Enforcement Agent should open Collection Kit.
- A. Complete the information on the Family Information form.
  - B. Have family member circle their relationship to the missing person on the family tree located on the Family Information form.
  - C. Have the family member read the DNA Consent form.
  - D. If they verbally agree to the sample collection, proceed to Step 2.
- Step 2** Cheek cell samples are to be collected from the individual providing the family sample by Law Enforcement Agent.
- A. Law Enforcement Agent must wear gloves throughout the collection and packaging process.
  - B. Do not allow the swab head to touch any other surface other than the inner cheek of the family member.
  - C. Open one sterile swab package at a time.
  - D. Remove one swab and rub the inside portion of the right cheek firmly for 20 strokes. (A stroke is defined as an up and down movement of the swab firmly in contact with the cheek).
  - E. Place the swab back into its original packaging and then into the envelope with the MN Missing Person's DNA Project label.
  - F. Repeat steps "D" through "E" using the second swab on the inside portion of the left cheek.
  - G. After the two swabs have been placed into the envelope with label reading MN Missing Person's DNA Project; seal the envelope and place the evidence tape over the seal
  - H. After the envelope has been sealed the Law Enforcement Agent should initial and date across the evidence tape.
  - I. Write the family members name that provided the sample on the front of the envelope.
  - J. Have the family member sign and date the DNA Consent form.
  - K. The Law Enforcement Agent collecting the samples must date and sign the DNA Consent form.
- Step 3** Law Enforcement Agent must complete the Evidence Tracking form insuring that both the Evidence Submitted and the Chain of Custody sections contain all the required information.
- Step 4** Packaging and shipping of samples.
- A. The Law Agent should place the sealed envelope containing the two swabs into the mailing envelope with the return address label to the BCA on it; along with the completed three collection forms.
  - B. Make sure the mailing envelope is properly sealed and then mail the envelope within 24 hours from the time of collection.

**Law Enforcement agencies should keep a copy of the forms for confirmation of evidence submission and for case tracking.**

**FOR QUESTIONS ON EVIDENCE COLLECTION PLEASE CONTACT THE BCA LAB AT  
651-793-2900**

**FOR QUESTIONS ON SUBMISSIONS PLEASE CONTACT THE MISSING PERSONS UNIT AT  
651-793-1120**

Or email questions to [BCA.Missing-Persons@state.mn.us](mailto:BCA.Missing-Persons@state.mn.us)

