

Lab Offender # \_\_\_\_\_



**Minnesota Bureau of Criminal Apprehension Forensic Science Service – St. Paul Laboratory**  
1430 Maryland Avenue East, St. Paul, MN 55106  
651-793-2900 (TTY-651-282-6555) / 651-793-2901 (Fax)

**OFFENDER SAMPLE SHEET FOR DNA DATABASE**  
**\*\*Not for submission of evidence samples for active investigations\*\***

**COMPLETELY/CLEARLY FILL OUT FORM WITH ALL REQUESTED INFORMATION**

**Convicted Offender**

Convicted of any felony or another offense arising from the same set of circumstances, pursuant to 609.117.

**Principal Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_  
(Last Name, First Name, Middle Name) (MM/DD/YYYY)

**Offense:** \_\_\_\_\_ **SID Number:** \_\_\_\_\_  
(MN State ID #, if assigned)

**Sex:** Male Female **Race:** Cauc. Af. Am. Nat. Am. Asian Hisp. Other

**Authorizing Agency:** \_\_\_\_\_ **Agency Contact:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_ **Agency Phone:** \_\_\_\_\_

**Required for Sample Acceptance: *Either Authorizing Agent Signature or Judge and County***

The signature below is the certification by the Authorizing Agent that this sample has been collected pursuant to Minnesota law governing the collection of DNA specimens for inclusion in the BCA Offender DNA Database:

\_\_\_\_\_  
(Signature of Authorizing Agent) **Title** \_\_\_\_\_

\_\_\_\_\_  
(Please print name)

**Judge and County** (Attach court order, if available) \_\_\_\_\_

Has the identity of the individual been verified? Yes No

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Person collecting sample) (of sample collection)



## BUCCAL SWAB COLLECTION KIT – INSTRUCTIONS

If you have questions about this collection please call the Minnesota Bureau of Criminal Apprehension at (651)-793-2900

**Please read this instruction sheet completely before beginning collection. While wearing biohazard barrier gloves is not mandatory, it is highly recommended.**

- 1) Fill out all information requested on the label on the two FTA Micro Cards and the Foam Applicator envelope, then label the FTA Micro Card envelope with the first and last name of the individual whose sample is being collected.
- 2) Have the individual who is providing the sample rinse his/her mouth with water before proceeding.
- 3) Holding the plastic handle of the foam applicator, place the foam tip in the mouth. Vigorously rub the inside of one cheek with one side of the foam applicator for 30 seconds. Then with the other side of the foam applicator rub the inside of the other cheek for an additional 30 seconds. Before removing the foam applicator from the mouth, move the foam head of the applicator under the tongue for 30 seconds to thoroughly wet the applicator with saliva. **It is very important that the foam applicator be in solid contact with the inner cheek during sampling. The goal is to collect as many cells from the inside of the cheek as possible, as well as saturating the swab with saliva.**
- 4) Without touching the pink areas of either of the FTA Micro-Cards, carefully lift the paper covers from both of the pink colored FTA papers. Press one side of the foam applicator within the circle of one pink colored FTA Micro-Card, gently rocking and patting until the paper changes from pink to white. **The color change indicates that a sufficient sample has been collected.**
- 5) Using the second FTA Micro-Card, turn the foam applicator to the other side and repeat the above process.
- 6) Without touching the pink/white area of the FTA Micro-Cards, set both cards up into a tent like configuration to dry. Allow cards to dry for at least one hour (or overnight) before packaging. The foam applicator should be placed into the foam applicator envelope and allowed to dry before sealing. Samples packaged wet/moist may not be suitable for analysis.
- 7) Complete the “DNA Sample Information sheet”. **A signature certifying that this individual qualifies under the statute for inclusion in the DNA database must be present on the information sheet. With the exception of those samples ordered by the court, failure to provide this signature will result in the rejection and return of the sample.**
- 8) Once completely dried, place one FTA Micro-Card into one FTA envelope and the second FTA Micro-Card into the other FTA envelope provided. Place a piece of tape over each of the envelope flap openings. Initial and date the seal. **Do not lick the envelopes to seal.**
- 9) Close and seal the foam applicator envelope. Initial and date the seal. **Do not lick the envelope to seal.**
- 10) For transporting to the BCA, place both sealed FTA envelopes, the foam applicator envelope and the DNA Sample Information Sheet into the mailing envelope, seal mailing envelope with the evidence seal provided and then initial and date the seal. The kit can be mailed or hand delivered to the MN BCA.

