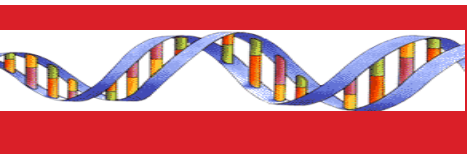




FEDERAL DNA DATABASE UNIT DNA BUCCAL COLLECTION KIT TRAINING AND PROCEDURES

Federal DNA Database Unit - FBI Laboratory Division





Basic Collection Kit Information

2

- ❑ Kit will contain everything needed in order to obtain two buccal (cheek) swab samples.
- ❑ Kit will be contained in a white tyvek tamper evident envelope (approx. 7 ½ inches by 10 ½ inches)



Basic Collection Kit Information

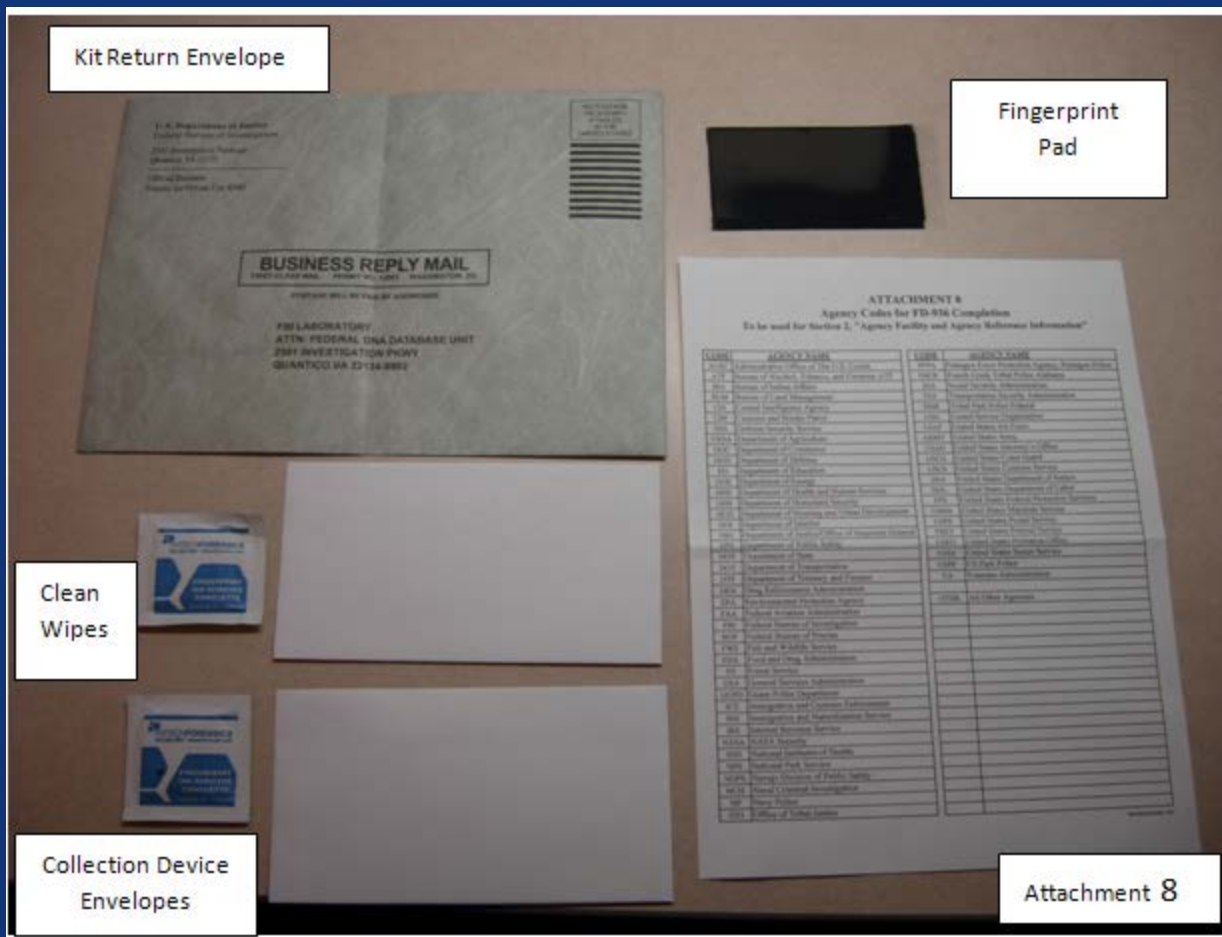
3

- ❑ Each kit will contain the following:
 - ❑ 1 request for National DNA Database Entry Form (FD-936) (Barcoded)
 - ❑ 2 EasiCollect™ buccal collection devices (Barcoded)
 - ❑ 2 collection device envelopes
 - ❑ Buccal collection instructions
 - ❑ Attachment 8 Agency Codes for FD-936 completion
 - ❑ 1 pair of nitrile (latex-free) gloves
 - ❑ 1 pre-inked fingerprint pad
 - ❑ 2 clean wipes for ink removal
 - ❑ 1 kit return envelope



Collection Kit Components

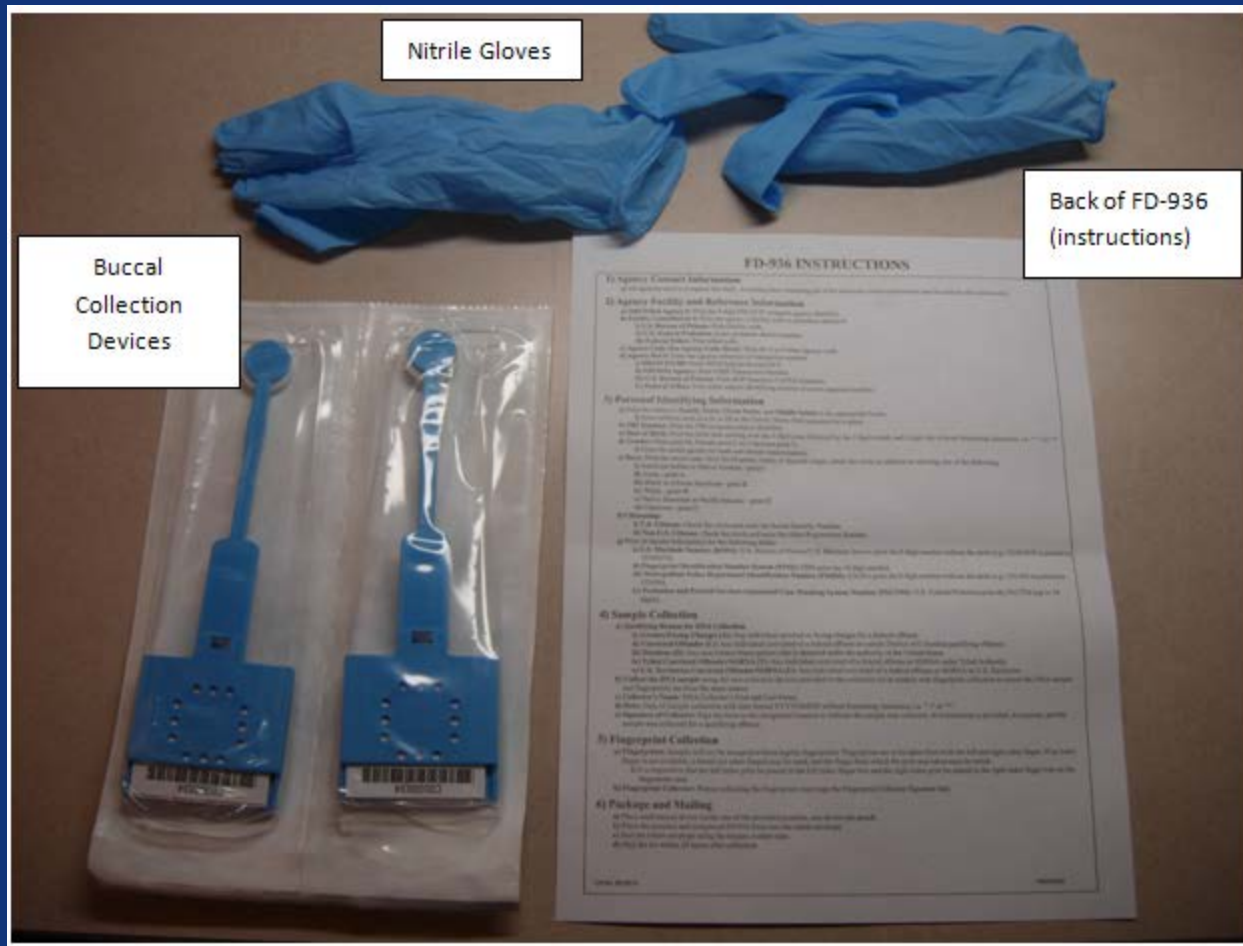
4





Collection Kit Components

6





Request for National DNA Database Entry Form (FD-936)

FD-936 (Rev. 08-05-2011)



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:			For Official Use Only	
Address:				
City:	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:			Middle Initial:
First Name:			
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? <input type="radio"/>		

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

<input type="radio"/> U.S. Citizen	Social Security #:
<input type="radio"/> Non-U.S. Citizen	Alien #:
BOP (U.S. Marshals #):	DHS Agencies (FINS #):
CSOSA (PDID #):	Federal Probation (PACTS #):

4. SAMPLE COLLECTION INFORMATION

<input type="checkbox"/> 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:	C0000034
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.	

WB540003

FD-936 INSTRUCTIONS

1) Agency Contact Information

a) All agencies need to complete this field. A mailing label containing all of the necessary contact information may be used for this section only.

2) Agency Facility and Reference Information

- ORI/Tribal Agency #: Print the 9 digit FBI NCIC assigned agency identifier.
- Facility Code/District #: Print the agency's facility code or probation district #.
 - U.S. Bureau of Prisons: Print facility code.
 - U.S. Federal Probation: Enter probation district number.
 - Federal Tribes: Print tribal code.
- Agency Code (See Agency Code Sheet): Print the 3 or 4 letter agency code.
- Agency Ref #: Enter the agency reference or transaction number.
 - BHNS/ECHP: Print TICS Subject Record ID #.
 - FBI/DOJ Agency: Print IAMS Transaction Number.
 - U.S. Bureau of Prisons: Print BOP Sequence # (DNA Number).
 - Federal Tribes: Print tribal subject identifying number or arrest sequence number.

3) Personal Identifying Information

- Print the subject's Family Name, Given Name, and Middle Initial in the appropriate boxes.
- FBI Number: Print the FBI assigned subject identifier.
- Date of Birth: Print the birth date starting with the 4 digit year, followed by the 2 digit month, and 2 digit day without formatting characters, i.e. " " or " ".
- Gender: Male print M, Female print F, or Unknown print U.
- Enter the actual gender for male and female impersonators.
- Race: Print the racial code. Note for Hispanic, Latin, or Spanish origin, check the circle in addition to selecting one of the following:
 - American Indian or Native Alaskan - print I
 - Asian - print A
 - Black or African American - print B
 - White - print W
 - Native Hawaiian or Pacific Islander - print H
 - Unknown - print U
- Citizenship:
 - U.S. Citizens: Check the circle and enter the Social Security Number.
 - Non-U.S. Citizens: Check the circle and enter the Alien Registration Number.
- Print all known information for the following fields:
 - U.S. Marshals Number (BOP#): U.S. Bureau of Prisons/U.S. Marshals Service print the 8 digit number without the dash (e.g. 12345-678 is printed as 12345678).
 - Fingerprint Identification Number System (FINS): DHS print the 10 digit number.
 - Metropolitan Police Department Identification Number (PDID#): CSOSA print the 6 digit number without the dash (e.g. 123-456 is printed as 123456).
 - Probation and Pretrial Services Automated Case Tracking System Number (PACTS#): U.S. Federal Probation print the PACTS# (up to 10 digits).

4) Sample Collection

- Qualifying Reason for DNA Collection
 - Arrestee/Facing Charges (A): Any individual arrested or facing charges for a federal offense.
 - Convicted Offender (C): Any individual convicted of a federal offense or certain District of Columbia qualifying offenses.
 - Detainee (D): Any non-United States person who is detained under the authority of the United States.
 - Tribal Convicted Offender/SORNA (T): Any individual convicted of a federal offense or SORNA under Tribal Authority.
 - U.S. Territories Convicted Offender/SORNA (U): Any individual convicted of a federal offense or SORNA in U.S. Territories.
- Collect the DNA sample using the two collection devices provided in the collection kit in tandem with fingerprint collection to ensure the DNA sample and fingerprints are from the same source.
- Collector's Name: DNA Collector's First and Last Name.
- Date: Date of Sample collection with date format YYYYMMDD without formatting characters, i.e. " " or " ".
- Signature of Collector: Sign the form in the designated location to indicate the sample was collected, all information is provided, is accurate, and the sample was collected for a qualifying offense.

5) Fingerprint Collection

- Fingerprints: Sample will not be accepted without legible fingerprints. Fingerprints are to be taken from both the left and right index finger. If an index finger is not available, a thumb (or other finger) may be used, and the finger from which the print was taken must be noted.
- It is imperative that the left index print be placed in the left index finger box and the right index finger print be placed in the right index finger box on the fingerprint card.
- Fingerprint Collector: Person collecting the fingerprints must sign the Fingerprint Collector Signature line.

6) Package and Mailing

- Place each buccal device inside one of the provided pouches, one device per pouch.
- Place the pouches and completed FD-936 form into the return envelope.
- Seal the return envelope using the tamper evident tape.
- Mail the kit within 24 hours after collection.

Lab No. 0110212

WB540003

Front of Form

Back of Form



Request for National DNA Database Entry Form (FD-936)

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- ❑ FD-936 form must be completed and submitted in each kit.
- ❑ FD-936 forms are barcoded to match the barcode on the buccal collection devices in the kit. Because of this, **FD-936 forms cannot be intermixed between buccal collection kits.**
- ❑ Kits received that contain a FD-936 form with a different barcode than that on the buccal collection devices will be rejected by the FDDU.
- ❑ Detailed instructions on how to properly complete the form and process the kit are located on the back of each FD-936 form.



Request for National DNA Database Entry Form (FD-936)

9

- ☐ **Read the instructions carefully before initiating collection.**
- ☐ Print legibly in the white boxes outlined in red, using black or blue ink.
- ☐ Only one letter or number is allowed per box.
- ☐ Do not use correction fluid (i.e. White-Out)
- ☐ If required information cannot be provided, enter "Unknown", into the box for that item.



FD-936 – Agency Contact Information

10

The image shows the top section of the FD-936 form, titled "1. AGENCY CONTACT INFORMATION". It contains several input fields: "Agency Name:" followed by a long rectangular box; "Address:" followed by a long rectangular box; "City:" followed by a long rectangular box; "State:" followed by two small boxes; "Zip Code:" followed by five small boxes; "Phone Number:" followed by a row of eight small boxes; and "POC:" followed by a long rectangular box. To the right of the "Agency Name" and "Address" fields is a large rectangular area with diagonal hatching and the text "For Official Use Only".

- ❑ Instructions for filling out this section are on the back of the FD-936 form in Section 1.
- ❑ All agencies need to complete this field. A mailing label containing all necessary contact information for the submitting agency may be used for this section only.
- ❑ Do not enter anything into the box labeled “For Official Use Only”.



2. AGENCY FACILITY AND AGENCY REFERENCE INFORMATION

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<p>1. Introduction</p> <p>2. Background</p> <p>3. Methodology</p> <p>4. Results</p> <p>5. Conclusion</p>	<p>1. Introduction</p> <p>2. Background</p> <p>3. Methodology</p> <p>4. Results</p> <p>5. Conclusion</p>	<p>1. Introduction</p> <p>2. Background</p> <p>3. Methodology</p> <p>4. Results</p> <p>5. Conclusion</p>	<p>1. Introduction</p> <p>2. Background</p> <p>3. Methodology</p> <p>4. Results</p> <p>5. Conclusion</p>
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[illegible]

- ❑ Agency Ref #: Enter the agency reference or transaction number.
 - ❑ DHS/ICE/CBP – print TECS Subject Record ID #.
 - ❑ FBI/DOJ Agency – Print JABS transaction number.
 - ❑ Bureau of Prisons – Print BOP Sequence # (DNA Number).
 - ❑ Federal Tribes – Print tribal subject identifying number or arrest sequence number.



FD-936 – Personal Identifying Information

14

The image shows a portion of the FD-936 form, specifically Section 3: Personal Identifying Information. The form is white with black text and red boxes for data entry. It includes fields for 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), and Hispanic, Latin, or Spanish Origin. The form is set against a dark blue background.

- ❑ Instructions for filling out this section are on the back of the FD-936 form in Section 3.
- ❑ Enter in the subject's Last name (Family Name), First Name (Given Name), and the Middle Initial in the appropriate boxes.
- ❑ Enter the subject's FBI identifier.
- ❑ Enter the subject's Date of Birth starting with the 4 digit year, followed by the 2 digit month, and 2 digit day **without** formatting characters such as "-" or "/".



FD-936 – Personal Identifying Information

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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., Aasian, Black (African Am.), White, Hawaiian Nat. (Pacific Is.), or Unknown: Hispanic, Latin, or Spanish Origin: ☐

- ❑ Enter in the subject's Gender using "M" for Male and "F" for Female. If unknown, use "U".
- ❑ Enter in the subject's race using the first letter of the race as shown above:
 - ❑ American Indian or Native Alaskan – Print "I".
 - ❑ Asian – Print "A".
 - ❑ Black or African American – Print "B".
 - ❑ White – Print "W".
 - ❑ Native Hawaiian or Pacific Islander – Print "H".
 - ❑ If unknown, print "U".
 - ❑ If the subject is Hispanic, Latin, or of Spanish origin, select the appropriate race, if known, and check the adjacent circle labeled "Hispanic, Latin, or Spanish Origin".



FD-936 – Personal Identifying Information

16

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 (FACTS #):

- ❑ Instructions for filling out this section are on the back of the FD-936 form in Section 3.
- ❑ If the subject is a U.S. citizen, check the U.S. Citizen circle and enter their social security #.
- ❑ If the subject is a non-U.S. citizen, check the Non-U.S. Citizen circle and enter their alien #.



FD-936 – Personal Identifying Information

17

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 #):

- ❑ Print all known information for the remaining fields:
 - ❑ BOP (U.S. Marshals #) – Bureau of Prisons/U.S. Marshals Service- Print the 8 digit number **without** the dash (i.e. 12345-678 is printed as 12345678)
 - ❑ Fingerprint Identification Number System (FINS) – DHS - Print the 10 digit number.
 - ❑ Metropolitan Police Department Identification Number (PDID #) – CSOSA - Print the 6 digit number **without** the dash (i.e. 123-456 is printed as 123456)
 - ❑ Probation and Pretrial Services Automated Case Tracking System Number (PACTS #) – Federal Probation - Print the PACTS # (up to 10 digits)



FD-936 – Sample Collection Information

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4. SAMPLE COLLECTION INFORMATION

☐ Qualifying Reason for DNA Collection - **A**rrestee, **C**onvicted Offender, **D**etainee, **I**ndian (Convicted Off/SORNA), **U**S 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):

C0000034

A barcode is located to the right of the name fields, with the number C0000034 printed above it.

- ❑ Instructions for filling out this section are on the back of the FD-936 form in Section 4.



FD-936 – Sample Collection Information

19

4. SAMPLE COLLECTION INFORMATION

☐ Qualifying Reason for DNA Collection - **A**rrestee, **C**onvicted Offender, **D**etainee, **T**ribal (Convicted Off/SORNA), **U**.S. 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):

C0000034

A barcode is located to the right of the name fields, with the alphanumeric string "C0000034" printed above it.

- ❑ Write in the first letter of the qualifying reason for the DNA collection of the subject as shown above:
 - ❑ Arrestee/Facing Charges (A) – Any individual arrested or facing charges for a Federal offense.
 - ❑ Convicted Offender (C) – Any individual convicted of a Federal offense or certain District of Columbia qualifying offenses.
 - ❑ Detainee (D) – Any non-U.S. person who is detained under the authority of the United States.
 - ❑ Tribal Convicted Offender/SORNA (T) – Any individual convicted of a Federal offense or SORNA under Tribal Authority.
 - ❑ U.S. Territories Convicted Offender/SORNA (U) – Any individual convicted of a Federal offense or SORNA in U.S. Territories.



FD-936 – Sample Collection Information

20

4. SAMPLE COLLECTION INFORMATION

☐ Qualifying Reason for DNA Collection - **A**rrestee, **C**onvicted Offender, **D**etainee, **I**ndian (Convicted Off/SORNA), **U**S 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):

C0000034

- ❑ In accordance with legal direction provided by the Department of Justice, the FDDU cannot accept DNA samples in the following categories:
 - ❑ Samples used as reference specimens in criminal cases.
 - ❑ Any sample given voluntarily by an individual who is not a Detainee or an Arrestee facing Federal charges.



FD-936 – Sample Collection Information

21

4. SAMPLE COLLECTION INFORMATION

☐ Qualifying Reason for DNA Collection - **A**rrestee, **C**onvicted Offender, **D**etainee, **I**ndian (Convicted Off/SORNA), **U**S 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):

C0000034

A barcode is located to the right of the name fields, with the alphanumeric code "C0000034" printed above it.

- ❑ Write the Last Name (Family Name) and First Name (Given Name) of the individual who collected the subject's DNA sample.
- ❑ The individual who collected the DNA sample and whose name is printed in the Last Name and First Name boxes, should sign their name in the box provided.
- ❑ Enter in the date the DNA sample was collected starting with the 4 digit year, followed by the 2 digit month, and 2 digit day **without** formatting characters such as "-" or "/".



FD-936 – Fingerprint Collection Information

22

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.	

- ❑ The sample will **NOT** be accepted without legible fingerprints.
- ❑ Fingerprints are to be taken from the left and right index finger. If an index finger is not available, a thumb (or other finger) may be used, and the finger from which the print was taken must be noted.



FD-936 – Fingerprint Collection Information

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5. FINGERPRINT COLLECTION

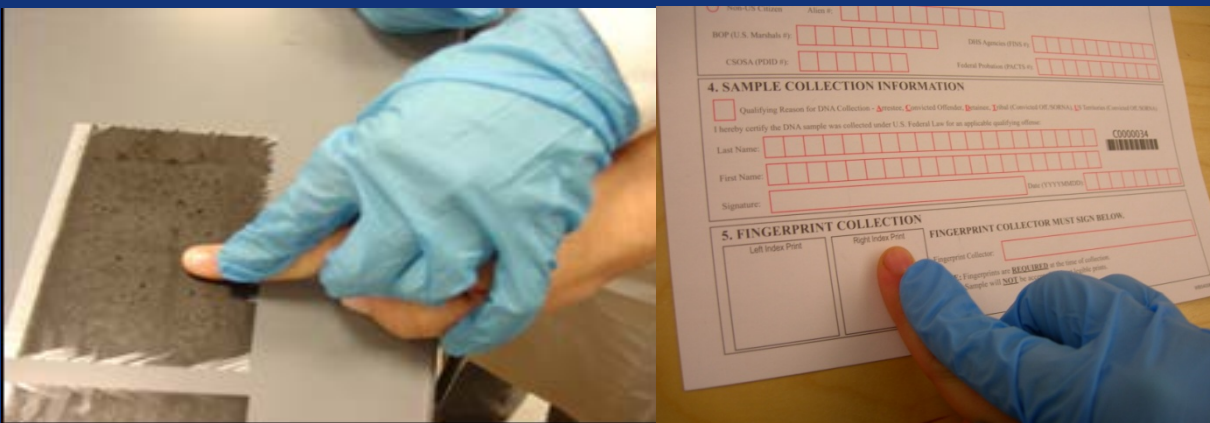
Left Index Print	Right Index Print

FINGERPRINT COLLECTOR MUST SIGN BELOW.

Fingerprint Collector:

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

- It is imperative that the **left index print** be placed in the **left index box** and the **right index print** be placed in the **right index finger box** on the fingerprint card.





FD-936 – Fingerprint Collection Information

24

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.	

- ❑ The individual collecting the fingerprints from the subject should sign their name in the Fingerprint Collector Signature line.
- ❑ Clean wipes are provided to remove ink from the fingers.





Safety/Contamination Prevention Procedure

25



- ❑ Wear gloves at all times while handling buccal collection devices.



DNA Buccal Collection Device

26

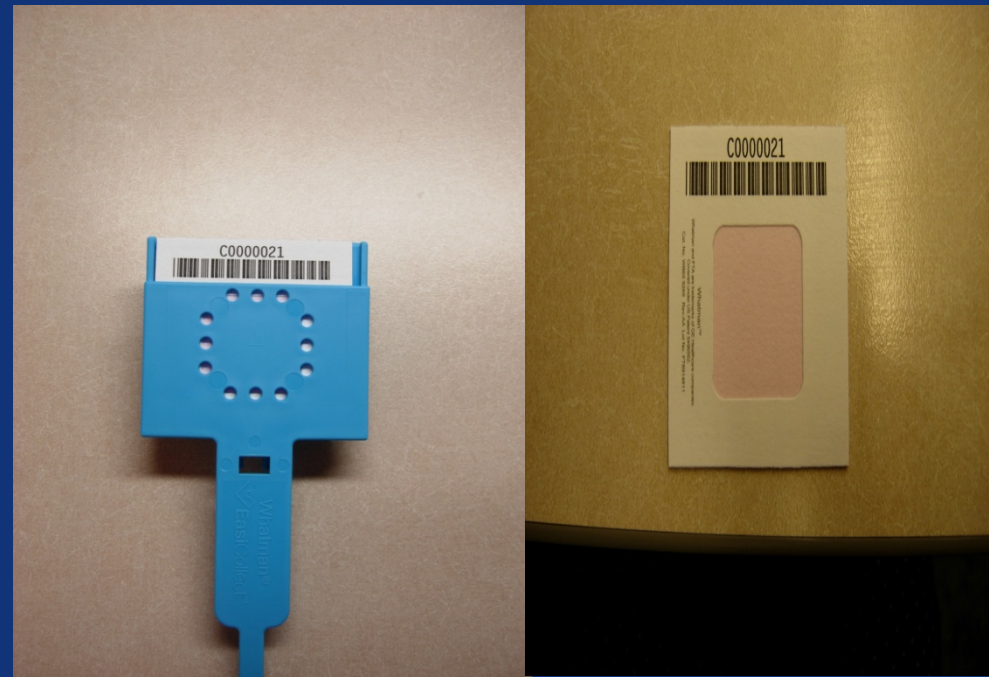




DNA Buccal Collection Device

27

- ❑ Notice that both FTA cards now contain a barcode on them that will be the same as the FD-936 that came in the buccal collection kit. **It is imperative that the FTA cards and FD-936 used for collection of an individual have the same barcode and are returned in the same envelope.** Kits received that contain a FD-936 form with a **different** barcode than that on the buccal collection devices will be **rejected** by the FDDU.



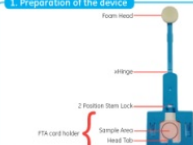


DNA Sample Collection Procedure

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EasiCollect™
Use only the bar coded Data Collection Form (FD-936) provided within the individual kit.
Please do not inter-mix FD-936 Forms between kits.

1. Preparation of the device




- Store product at room temperature. Do not open the package before use.
- When collecting samples, **always wear gloves** and avoid touching the surface of the sample area and foam head to prevent contamination.
- Open the protective sleeve at the FTA Card end. Slide out the EasiCollect device leaving the foam tip in the packaging.
- Record identification information on the back of the FTA Card and then remove completely from the packaging sleeve.

2. Cheek Cell Collection




- Hold the EasiCollect as shown. Place the foam head in the mouth and using moderate pressure run it along the gum-line and under the tongue. Once wet, rub the foam head inside of each cheek for 15 seconds. It is extremely important to ensure that the foam head is coated with saliva during this step to enable good sample transfer.
- Remove the foam head from the mouth and carefully remove the plastic protective film from the FTA Card holder.

3. Sample Transfer



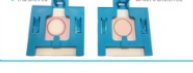
- Fold the device at the hinge (1), and press the foam head onto the sample area of the FTA Card.
- Ensure that the foam head is held in place with the stem lock in the lowest position (2), and the foam head under the head tab (3).
- Leave the foam head in contact with the sample area of the FTA Card for **20 seconds**.

4. Drying Position




- Release the foam head tab by flexing the device.
- Pull the stem up to the top position on the stem lock (4), removing the foam head from contact with the sample area of the FTA card and allow the sample to dry.

5. Transfer Check



- Confirm sample area has changed from pink to white.
- If not retake sample using a new EasiCollect kit.
- Do not repeat sample collection with the same EasiCollect.**
- After applying the sample, allow the indicating FTA Card to dry, then store in the envelope provided at room temperature in a dry environment.
- Sample can then be transported to the FBI laboratory.

 **imagination at work**

For assistance, please contact the FBI Laboratory at (703) 632-7529.

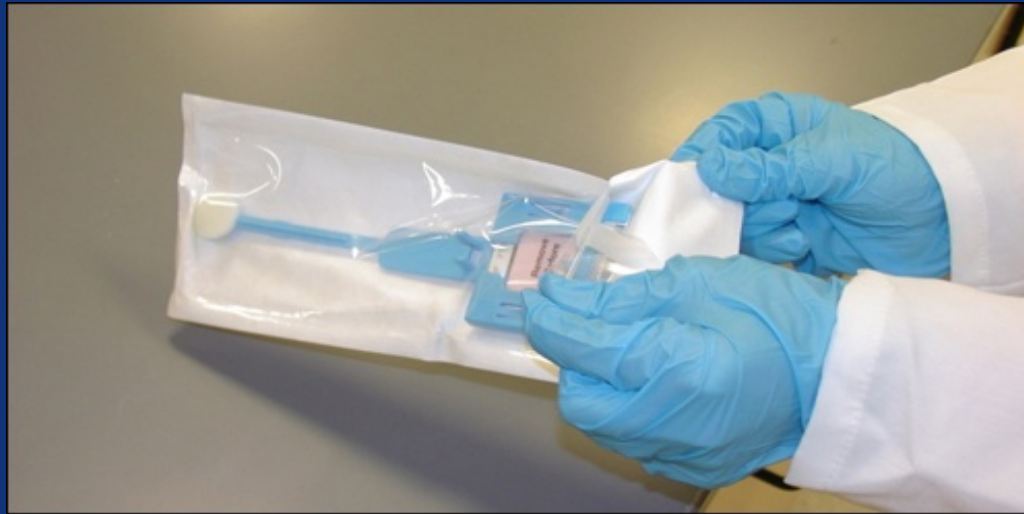
W0540274 AA

- ❑ Each kit will contain a detailed instruction sheet on how to obtain a buccal sample.



DNA Sample Collection Procedure

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- ❑ Open the FTA Card end of the protective sleeve and partially slide out the device.
- ❑ Leave the foam applicator in the protective sleeve.



DNA Sample Collection Procedure

30

A white rectangular card with a black border. In the center is a large, empty rounded square. Below this square, the text "Offender Name" is printed, followed by a horizontal line for writing.

- ❑ Turn over the device and record the offender name on the FTA card. Samples without this information will **NOT** be accepted.



DNA Sample Collection Procedure

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- ❑ The information recorded on the FD-936 form must be identical to the information captured on the DNA collection card. Failure to do so will result in the rejection of the DNA sample by FDDU.
- ❑ Slide the FTA card back into the collection device.
- ❑ Remove the device completely from the sleeve.
- ❑ Hold the plastic stem and angle it slightly. This is the collection position.
- ❑ Place the foam applicator into the mouth.



DNA Sample Collection Procedure

32



- ❑ Soak up as much saliva as possible by running the applicator along the gum-line, at the fold line in the cheek, and under the tongue.
- ❑ Then, swab the inside of the cheeks for 15 seconds.



DNA Sample Collection Procedure

33



- ❑ **REMOVE** the plastic protective film from the FTA card holder.



DNA Sample Collection Procedure

34



- ❑ Fold the device at the hinge joint.



DNA Sample Collection Procedure

35



- Press the foam applicator onto the FTA card and snap down two notches to the LOWEST position on the stem snap located on the handle. Ensure that there is contact between the foam head and the FTA card.



DNA Sample Collection Procedure

36

- ❑ Leave the foam applicator in contact with the FTA card for **AT LEAST** 10 seconds.
- ❑ Release the foam applicator from under the foam head snap by bending back on the handle of the device.
- ❑ Fold the stem again and snap into the **TOP** position on the stem snap. This ensures the foam applicator is not touching the FTA card.





DNA Sample Collection Procedure

37

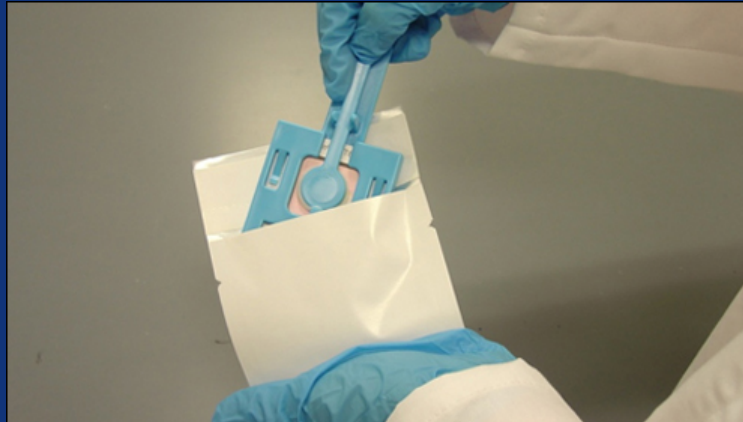


- Allow the FTA card to dry for five minutes.



DNA Sample Collection Procedure

38

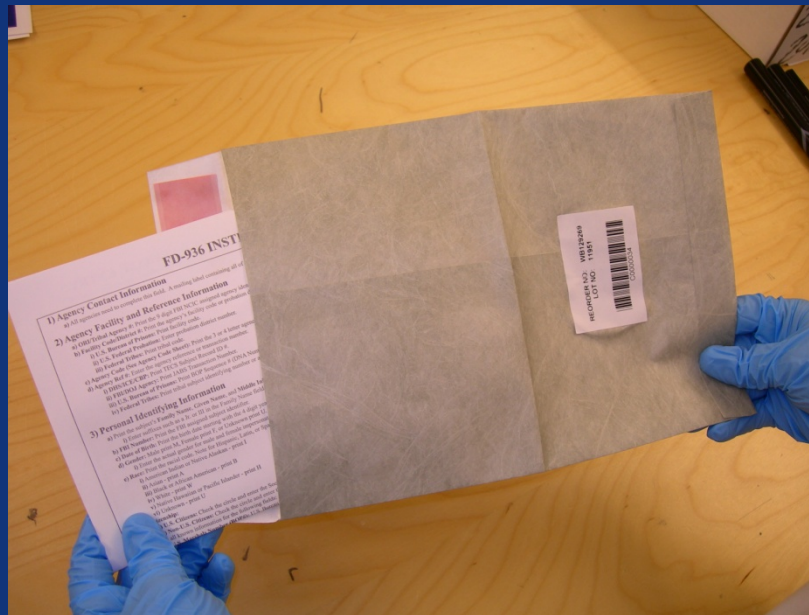


- ❑ Package the collection device into the supplied buccal collection envelope.
- ❑ The envelope should be closed using the self-adhesive strip, and if applicable, tape. **Do not moisten envelope with saliva to close.**
- ❑ Repeat buccal collection with the second buccal collection device.



Buccal Collection Kit Packaging

39

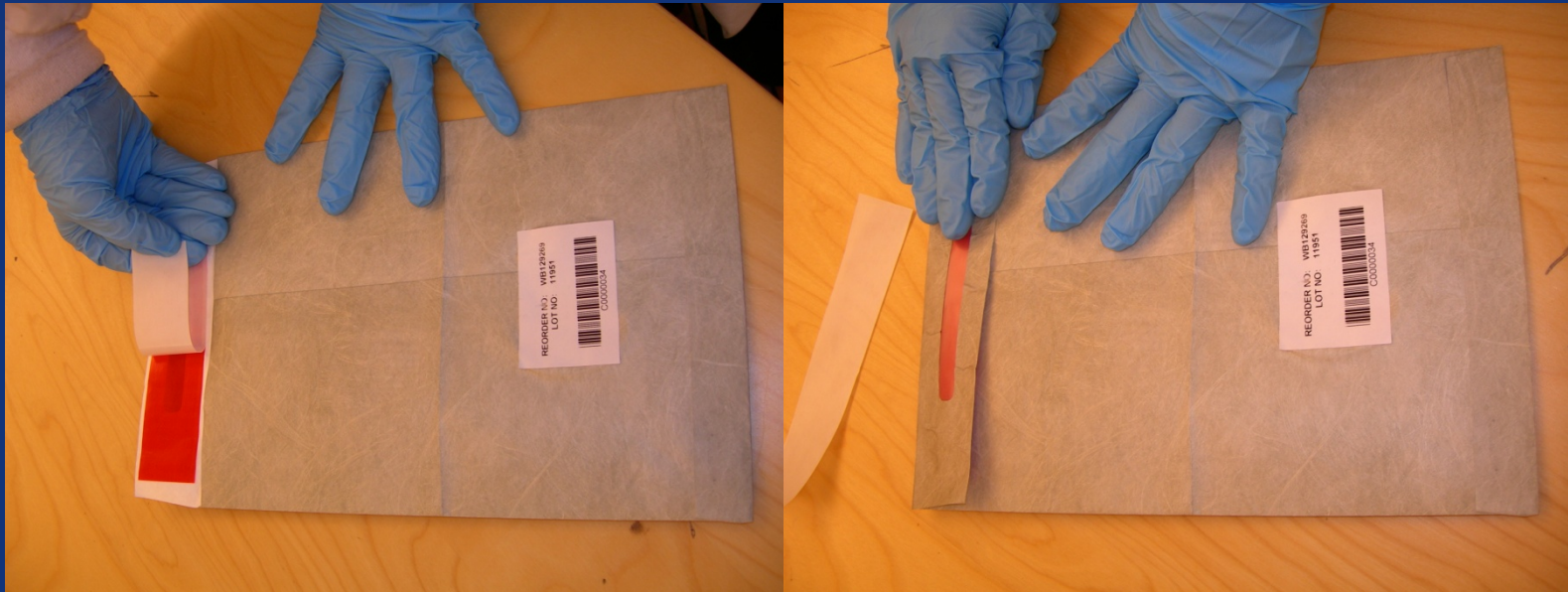


- ❑ The FD-936 form and the two pouches containing the buccal collection devices should be placed into the return envelope.



Buccal Collection Kit Packaging

40

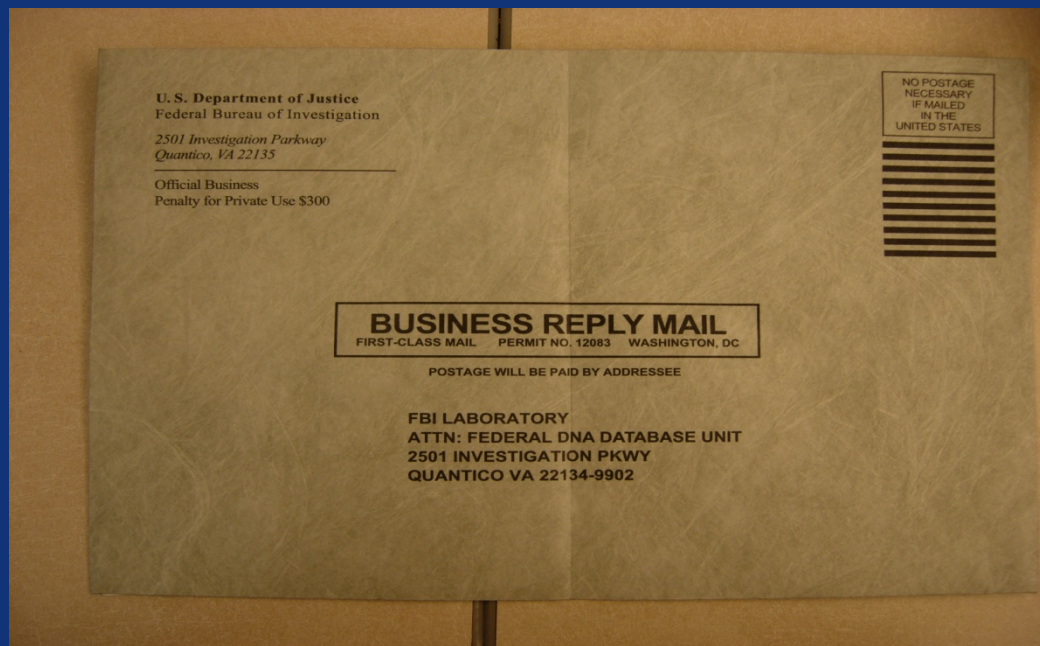


- ❑ Remove the adhesive backing and seal the envelope.



Buccal Collection Kit Mailing

41



- ❑ Kits should be mailed within 24 hours to the FBI Laboratory using the United States Postal Service.
- ❑ Postage is not necessary.



Buccal Collection Kit Rejections

42

- ❑ Kits will be rejected for the following reasons:
 - ❑ The offender name on the FD-936 form does not match the offender name on the FTA card.
 - ❑ No offender name on the FD-936 form or FTA card.
 - ❑ No fingerprints or illegible fingerprints on the FD-936 form.
 - ❑ Damaged evidence seal.
 - ❑ Kit contains an FD-936 with a barcode **different** than that found on the buccal collection devices.



Buccal Collection Kit Reorders

43

- ❑ A kit order form is included in each shipment of collection kits.
- ❑ Kit orders should be faxed to the FDDU at (703) 632-7620 or submitted electronically via our website at www.fbi.gov/about-us/lab/biometric-analysis/federal-dna-database
- ❑ Allow approximately two weeks for delivery after the order has been received by FDDU.
- ❑ Physical addresses are needed for delivery. Post Office (P.O.) boxes are not acceptable.



Contact Information

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- ❑ For further information, please contact the FDDU at (703) 632-7529.
- ❑ Visit our website at www.fbi.gov/about-us/lab/biometric-analysis/federal-dna-database
- ❑ Our physical address is the following:
2501 Investigation Parkway
Quantico, Virginia 22135

ATTACHMENT 8

Agency Codes for FD-936 Completion

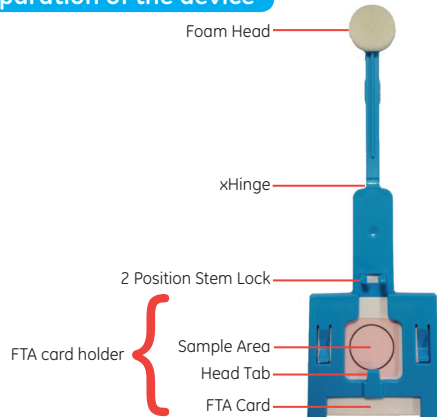
CODE	AGENCY NAME
AUSC	Administrative Office of The U.S. Courts
ATF	Bureau of Alcohol, Tobacco, and Firearms ATF
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
CIA	Central Intelligence Agency
CBP	Customs and Border Patrol
DSS	Defense Security Service
USDA	Department of Agriculture
DOC	Department of Commerce
DOD	Department of Defense
ED	Department of Education
DOE	Department of Energy
HHS	Department of Health and Human Services
DHS	Department of Homeland Security
HUD	Department of Housing and Urban Development
DOI	Department of Interior
OIG	Department of Justice/Office of Inspector General
DPS	Department of Public Safety
DOS	Department of State
DOT	Department of Transportation
DTF	Department of Treasury and Finance
DEA	Drug Enforcement Administration
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
BOP	Federal Bureau of Prisons
FWS	Fish and Wildlife Service
FDA	Food and Drug Administration
FS	Forest Service
GSA	General Services Administration
GUPD	Guam Police Department
ICE	Immigration and Customs Enforcement
INS	Immigration and Naturalization Service
IRS	Internal Revenue Service
NASA	NASA Security
NIH	National Institutes of Health
NPS	National Park Service
NDPS	Navajo Division of Public Safety
NCIS	Naval Criminal Investigation
NP	Navy Police
OTJ	Office of Tribal Justice

[illegible]

EasiCollect™

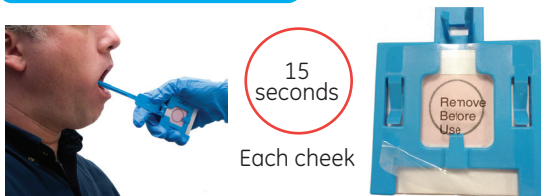
Use only the bar coded Data Collection Form (FD-936) provided within the individual kit.
Please do not inter-mix FD-936 Forms between kits.

1. Preparation of the device



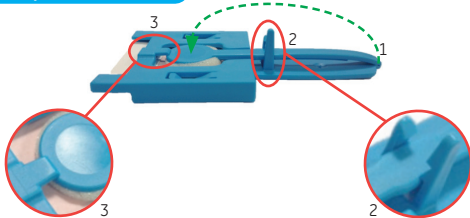
- Store product at room temperature. Do not open the package before use.
- When collecting samples, **always wear gloves** and avoid touching the surface of the sample area and foam head to prevent contamination.
- Open the protective sleeve at the FTA Card end. Slide out the EasiCollect device leaving the foam-tip in the packaging.
- Record identification information on the back of the FTA Card and then remove completely from the packaging sleeve.

2. Cheek Cell Collection



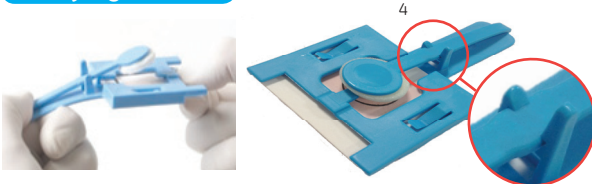
- Hold the EasiCollect as shown. Place the foam head in the mouth and using moderate pressure run it along the gum-line and under the tongue. Once wet, rub the foam head inside of each cheek for 15 seconds. It is extremely important to ensure that the foam head is coated with saliva during this step to enable good sample transfer.
- Remove the foam head from the mouth and carefully remove the plastic protective film from the FTA Card holder.

3. Sample Transfer



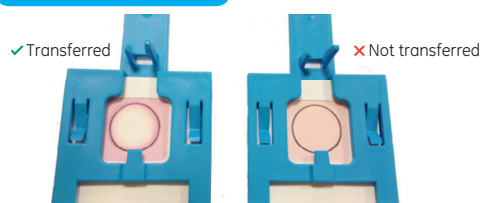
- Fold the device at the hinge (1), and press the foam head onto the sample area of the FTA Card.
- Ensure that the foam head is held in place with the stem lock in the lowest position (2), and the foam head under the head tab (3).
- Leave the foam head in contact with the sample area of the FTA Card for **20 seconds**.

4. Drying Position



- Release the foam head tab by flexing the device.
- Pull the stem up to the top position on the stem lock (4), removing the foam head from contact with the sample area of the FTA card and allow the sample to dry.

5. Transfer Check



- Confirm sample area has changed from pink to white.
- If not retake sample using a new EasiCollect kit.
- **Do not repeat sample collection with the same EasiCollect.**
- After applying the sample, allow the indicating FTA Card to dry, then store in the envelope provided at room temperature in a dry environment.
- Sample can then be transported to the FBI laboratory.