

IDAHO STATE POLICE

Forensic Services

DNA Database Swab Collection Kit Instructions

NOTE!! Perform the entire procedure on one subject at a time.

- STEP 1** Fill out all information requested in the *DNA Database Collection Information section* and the *Sample Collection Certification section* (person collecting sample and witness, if available).
- STEP 2** Using the inked strip provided, take a right thumb print of subject. Write in the thumb/fingerprint collector's name and date collected in the *Fingerprint Card section*. (**NOTE:** If right thumb is not available, use another finger and specify which finger was used in the appropriate section.)
- STEP 3** The collector should put on the gloves provided, then fill out information requested on the *FTA Collection Card*. Gloves should not be removed until completed with Step 6.
- STEP 4** Remove the swab from the sterile package being careful not to touch the foam tip. Place the foam tip in the subject's mouth and vigorously swab the insides of both cheeks.
- Move the swab between the gum line and the fold of the cheek, and under the tongue, soaking up as much saliva as possible.
- STEP 5** Remove the swab from the subject's mouth and transfer the sample to the "*FTA*" *Collection Card* by pressing the foam tip in the two circles. Press firmly to transfer as much saliva as possible from the foam tip to the circles. Continue pressing until both circles are saturated with saliva.
- STEP 6** Discard the collection swab in a waste receptacle. Enclose the "*FTA*" *Collection Card* in the inner envelope. Remove the backing from the envelope flap and press to seal. Remove gloves and discard in a waste receptacle.
- STEP 7** Mail or hand deliver the sealed kit to the **Idaho State Police Forensic Services, 700 South Stratford Drive, Suite 125, Meridian, ID 83642-6202.**

NOTE: If you should have any questions concerning the use of this kit, please call the Idaho State Police Forensic Services at (208) 884-7170.