

Instructions for Submitting a DNA Buccal Sample for the CBI Convicted Offender Database

Database Submission Form

The only version of the Database Submission form that will be accepted is on the CBI website: <http://cbi.state.co.us>. On the website, click on *Laboratory* (left column under Units), then click on *Database Submission form*. Fill in the information and print the form. This completed form must accompany the buccal sample to the CBI lab.

Procedure for DNA Collection;

1. Put on the gloves.
2. Place the collection card on a flat surface.
3. Put the offender's full name on the collection card and on the small envelope.
4. Lift flap to expose the pink sample area.
5. Place the swab in the offender's mouth (Do not follow the directions on the swab packaging).
6. Using one edge of the swab, vigorously rub the inside of one cheek for 30 seconds.
7. Using a different edge of the swab, rub the inside of the opposite cheek for 30 seconds.
8. Run the swab along the gum-line and below the tongue.
9. Ensure the swab is moistened with saliva.
10. Press, DO NOT RUB, all sides of the swab to the pink sample area on the collection card.
11. Saturate the card until the pink sample area changes color.
12. Discard the swab.
13. Replace the flap to cover the sample area.
14. Place the collection card into the small envelope; do not seal the envelope.

Procedure for Fingerprint Collection;

Index fingers are preferred; if necessary use the next available digit and label appropriately (eg. thumb, index, middle, ring, little).

1. Place all four of the white stickers on the designated area of the CBI submission form.
2. Wipe the offender's fingertips with the Pre-Print towelette.
3. Peel apart the Pre-Inked Slab and touch one of the index fingertips to the exposed inked area.
4. Touch the inked fingertip to a white sticker. (Repeat this step until ridge detail is visible and a readable print is obtained).
5. Repeat steps 3 and 4 using the index finger tip from the opposite hand.
6. Use the Ink Remover towelette to clean the offender's fingers when finished.

Paperclip the envelope to the submission form and deliver to:

Colorado Bureau of Investigation
Forensic Laboratory – Database
690 Kipling St., Suite 4000
Denver, CO 80215-5825

If you have questions or require assistance with these procedures, please contact a CBI Database Laboratory employee: Carrie Thor (303) 239-4284 - Josh Ward (303) 239-4293 - Jackie Bailey (303) 239-4281