

MISSOURI STATE HIGHWAY PATROL OFFENDER DNA SUBMISSION

BARCODE (REQUIRED) <i>(Affix Barcode Here)</i>		LABORATORY USE ONLY RECEIVED BY: _____ DATE: _____		
DEMOGRAPHIC INFORMATION				
LAST NAME		FIRST NAME	MIDDLE NAME	SUFFIX
STATE ID NUMBER MO		MO DEPARTMENT OF CORRECTIONS ID	LEFT INDEX FINGERPRINT (REQUIRED)	
SOCIAL SECURITY NUMBER	DATE OF BIRTH	SEX <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Unk		
RACE <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Unknown <input type="checkbox"/> American Indian				
OFFENSE INFORMATION				
OFFENDER STATUS <input type="checkbox"/> Probation / Parole <input type="checkbox"/> Incarceration <input type="checkbox"/> Sex Offender Registration (SOR) <input type="checkbox"/> Arrestee <input type="checkbox"/> Prior (Select when qualification is based on a previous offense.)				
OFFENSE CYCLE NUMBER (Required for Arrestees only)				
CATEGORY <input type="checkbox"/> N/A for SOR <input type="checkbox"/> Felony <input type="checkbox"/> Sexual Misdemeanor <input type="checkbox"/> Interstate Compact		STATUTE <input type="checkbox"/> N/A for SOR RSMo _____ . _____		
COLLECTION INFORMATION				
<i>"I certify that I collected on this date a DNA sample from the individual listed above, after positive identification by a government issued photo ID, personal recognition by an attending official, or other form of official identification."</i>				
COLLECTOR NAME		COLLECTOR'S SIGNATURE (REQUIRED)		
COLLECTING AGENCY		PHONE NUMBER	COLLECTION DATE	

Instructions for Sample Collection

1. Fill out the offender's demographic and offense information on the MSHP Offender DNA Submission form (SHP-6). Please use blue or black ink.
2. Complete the Collection Information section of the Submission Form, including your signature.
3. Open the DNA Collection Kit and put on the gloves.
4. Apply the offender's left index fingerprint to the Submission Form. *If a left index finger is not available, please indicate which finger was used.
5. Apply one of the adhesive barcode labels to the completed submission form and the remaining label to the sample card.
6. Remove the green sponge swab from the packaging, careful not to touch the tip.
7. Swab the inside of the subject's cheeks for one minute. *Do not wet the swab with water first.
8. Careful not to touch the pink area with gloved hands, firmly press (without rubbing) all sides of the sponge swab onto one circle of the sample card until the circle becomes white. *Do not place the swab back in subject's mouth. If more saliva is needed to fill one circle, use a new green sponge swab.
9. Fold the Submission Form in half and place it in the self-addressed mailing envelope, along with the sample card.
10. Carefully seal the envelope and promptly mail it to the Missouri State Highway Patrol Crime Laboratory.
11. The swab and any other used kit components can be discarded when collection is complete.

Contact the CODIS Unit at (573) 526-6134 with any questions.