

## Prepare Your Own DNA Sample Collection Kit - Instructions

### MATERIALS REQUIRED:

- Cotton Swabs (e.g. Q-Tips)
- Standard Postal Envelopes (one per participant)

Please follow the instructions stepwise to collect DNA samples. When finished with one test participant repeat the same with other participants. The process should take 5-10 minutes per participant.

### SAMPLE COLLECTION INSTRUCTIONS:

**STEP 1: Prepare an envelope for each participant. Write the following information on the envelopes as indicated below:**

- Case ID:** Provided after payment via confirmation email
- Collection Date:** The date you collected the sample (s)
- Phone:** Please provide a phone number where we can reach you. We'll only call when there is an issue with the DNA sample you provided
- Name:** Please print your first and last name in block letters. This name will be used on the official Universal Forensics report
- Date of Birth:** The participant's date of birth. Used in the calculation
- Role:** How this participant relates to the other test participants. Choose from: Alleged Father, Child, Mother, Grandmother, Grandfather, Aunt, Uncle, Sibling, Other (Please Explain)
- Race:** Race of the participant (s). Choose from: Asian, African American, Caucasian, Hispanic, Native American, Other (Explain). The race information is used for statistical calculations

Case ID: -----	Phone: (---) -----
Date: -----	Email: -----
<b>Name:</b> -----	
<b>Date of Birth:</b> -----	
<b>Relationship:</b> -----	
<b>Race:</b> -----	

### Step 2: Swab the inner cheek

- a) Using clean swabs rub the cotton end of the swab right inside of the cheek with moderate pressure for ten (10) seconds

- b) Repeat using the other end of the cotton swab on the same participant
- c) You are collecting loose cheek cells not just saliva, therefore use enough pressure to collect cells without harming the individual
- d) Allow cotton swabs to dry in the air for at least 1 hour, making sure cotton ends are not touching anything else

**Step 3: Seal inside a standard sized paper envelope**

- a) Place the cotton swabs into the labeled envelopes (labeled during step1)
- b) Do Not Use plastic bags or anything that makes swabs airtight
- c) Seal the envelopes with tape only. Please **DO NOT** lick the envelope as it can contaminate samples with someone else's DNA

**Step 4: Combine and send the samples**

- a) Place all samples envelopes into a main envelop
- b) Upon payment for your order you will be provided with a unique ID to identify your case and the mailing address for submitting your DNA samples
- c) Please send the samples to:

**Canadian Forensics Inc  
1370 Don Mills Rd #210,  
North York, ON M3B 3N7  
Canada**

*Please be advised that confidentiality is on the top of our privacy policy. We will not communicate any test results over the phone.*