
Legal DNA Collection Instructions

The Alliance DNA 6" x 9" envelope contains supplies to collect 3 individuals.

Collection procedure using enclosed cheek (buccal) swabs

Wear disposable gloves whenever possible

1. Identify the 1st individual by reviewing their government issued photo ID. **Cannot be expired**
(photo ID of minor children is NOT required)
2. Enter **ALL** the information of the 1st person to be collected on a collection envelope.
3. Open a package of swabs and remove one swab. Avoid touching the swab end.
4. Rub and twirl the swab firmly but gently against the inside of the cheek for 20 - 30 seconds.
You are collecting skin cells not saliva, although saliva will be on the swab.
5. Place the swab (swab end first) into the envelope with the 1st person's name on it.
6. Repeat this process two more times swabbing both the right cheek and left cheek. We require 3 swabs per person.
7. Seal the envelope when done and repeat numbers 1 - 7 for each individual being collected.

Chain of custody form (COC) checklist

The following items MUST be completed on the COC

- Your Alliance Account # in the upper right-hand corner
- Location of the collection being performed
- Type of test to be performed: Paternity, Maternity, etc.
- Full name, Date of Birth, Sex, Race/Ethnicity, sample type and consent signature of each person collected. **Guardian of minor MUST sign guardian's own name, NOT minor's name.**
- Collector's printed name, signature and date of collection
- Answer to the blood cell transfusion or stem/bone marrow transplant question

Provide a clear legible photo of all parties including children collected. *If this is an immigration case you must also send a clear copy of each person's government issued photo ID including children.*

Place all photos, IDs, sample envelopes and COC(s) in the courier envelope, seal it and give to courier.