

Legal Test Service Protocols

v2 11/10 © Bio Clinics Limited

Legal Identification/verification documents and requirements

Mandatory Forms

For use with ALL DNA Tests

DNA Test Booking Form (5 pages)

Complete all pages in full in block capital letters ensuring all information is legible, spellings of test participant names are correct and all signatures are present. Place in the **Outer Postal envelope**.

Additional Forms

Use only when test circumstances require it.

Third Party Consent Form (1 page)

Complete the page in full in block capital letters ensuring all information is legible, spellings of test participant names are correct and all signatures are present. Place in the **Outer Postal envelope**.

Packing the documents to maintain chain of custody

The following process **MUST** be observed to maintain a chain of custody as required by UK law for a DNA test and result to be submitted as evidence in a UK court of law.

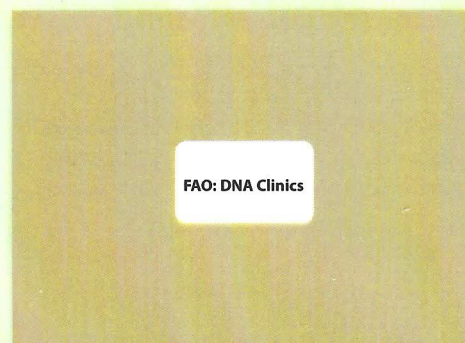
Ensure that all original Legal identification documents have been witnessed. Make copies of all originals and ensuring the 2 x passport size photographs have been attached, place with the corresponding test participants DNA Samples inside the **C5 size Legal Envelope**.

C5 size Legal Envelope

Complete all details on the C5 size Legal Envelope and review the checklist, ensuring all required documents are present.

Seal the C5 size Legal Envelope. The sample collector is to sign their name across the seal and place sellotape across the seal and signature. This method will ensure tamper evident security is maintained. Place in the **Outer Postal envelope**.

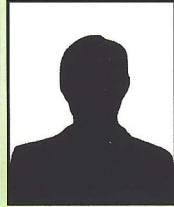
Outer Postal envelope



Two (2) recent passport sized photographs from each test participant. The Sample Collectors declaration **MUST** be written on the back of each photograph as shown opposite. The photograph should then be attached to the test participants documents.

I verify that this is a true likeness of 'Test Participants name'

Sample Collectors Name
Sample Collectors Signature
Today's date



Each test participant **MUST** provide two (2) forms of identification – one from each of the following two (2) lists:

LIST 1

- Passport
- Birth Certificate
- Drivers Licence

LIST 2

- Domestic Bill (Gas, electricity, Council Tax, phone or official bank statement – all no older than 3 months)

Please note: For clients under 18 years of age, a birth certificate is acceptable if no other forms of identification exist.

Please call 0800 032 5945 if:

You are in any doubt as to the validity of the identification documents being supplied and/or there is insufficient identification due to exceptional circumstances i.e. Immigration purposes.

Please note: The test cannot proceed without the 2 x photographs for each test participant.

DNA Samples

See Sample Collection Process instruction sheet

Ensure that the sample envelope has been completed in full and has been sealed. Place in the **C5 size legal envelope**.



Send to the DNA Clinics current administration address for processing.

Send the package by recorded delivery.

Inform the administration centre prior to sending of any exceptional circumstances to the test i.e. Motherless Paternity Test or Express Test requirements.