



General

1) What is CODIS?

CODIS stands for Combined DNA Index System. It is a national system of computer databases designed by the FBI to store DNA profiles from convicted offenders, arrestees, and crime scene evidence. DNA profiles from a criminal case are entered into the database and searched against offenders and other evidence profiles for DNA hit. This program may also store information from unidentified remains, missing persons and relatives of missing persons. See Project LINK, for more information.

DNA Collection Information

1) How do I get a DNA collection kit?

Offender DNA Collection Kits are provided to all collecting agencies free of charge by Ohio BCI&I. The collection kit consists of an instruction sheet, a buccal DNA collector, a database collection card, a transport pouch, and a pre-addressed and prepaid return mailing envelope.

Kits may be requested by e-mailing: codis@ohioattorneygeneral.gov. Please include the agency name, point of contact, street address and the number of kits needed.

2) Who is required to provide a DNA sample for entry into the Ohio DNA Data Bank?

Offender described in Ohio Revised Code (O.R.C.) 2901.07 and O.R.C. 2152.74 arrested, booked, confined, convicted, summoned to court, or under supervision by a law enforcement agency. Refer to your legal counsel regarding any question you may have about qualifying offenses.

3) If I have verified the identity of the offender through fingerprints, and the CCH indicates, "DNA is registered in the Ohio DNA Databank", do we need to collect an additional sample?

If the arrestee or convicted offender's identity has been verified, you do NOT need to collect a DNA sample for the database. Please refer to the OAC 109:5-5-01 and 109:5-5-02.

4) How is an offender's identity verified?

A verification of identity may be accomplished by (1) running the fingerprints through a Rapid ID device or (2) referencing government-issued photo identification.

5) Where do we send the collection kit?

*Ohio BCI – CODIS
PO Box 365
1560 State Route 56 S.W.
London OH 43140-0365*

6) I have received notification that the biographical card was improperly collected. Can I send a corrected card or do I collect a completely new kit?

A new sample including new collection device and biographical information card must be retaken.

7) What errors can cause a sample kit to fail?

- *The name on the database card and the buccal DNA collector label do not correspond.*
- *No name on collection card or collector label.*
- *Multiple collectors in the same envelope*
- *No sample on the collector*

8) What types of medications and/or food products could inhibit a DNA profile?

Food and medication should not inhibit the collection of the DNA from the offender. The mouth however, should be free of food and other item. The offender may rinse their mouth with water if necessary.

9) What is the BCI Number?

The BCI number is a 6 digit number preceded by an alpha character (A111111). This number is assigned to the offender upon submission of the offender's first fingerprint card at Ohio BCI. The BCI number may be found on an offender's criminal history.

10) What if the offender does not have one assigned at the time of buccal collection?

The ITN (incident Tracking Number) associated with the ten print card for the arrest the offender is being collected should be used.

11) How will I know if the sample is collected properly?

The collection agency will be notified if a sample(s) failed and the reason why it failed.

12) Does an ink pad come with the kit?

The ink pad must be purchased separately.

13) What if the person does not have a right thumb?

Another digit may be used. Please cross out right thumb and write which digit is being printed.

14) What if the print is smudged?

The back of the card may be used for additional prints.

15) Does an ink pad come with the kit?

The ink pad must be purchased separately.

16) How do I get access to OHLEG?

Complete the request form for access to investigative tool. This form can be found on the Attorney General's website.

17) What do I do if the kit comes back as undeliverable?

Contact CODIS@ohioattorneygeneral.gov for help.

Law Enforcement Information

1) What does CODIS "hit" mean?

A CODIS "hit" can be made by a DNA profile from evidence in an unsolved case matching the DNA profile from an offender or arrestee. A "hit" can also be made between evidence in an unsolved case and another unsolved case or to a previously solved case.

The fact that the DNA profiles matched is meant to provide an investigative lead to the detective or investigator, to help solve the particular unsolved case. He/she will need to conduct further investigation to determine any possible involvement of the convicted offender, arrestee, or the perpetrator of the solved case to the unsolved case in question.

A sample from the named offender should be submitted to the laboratory that notified the investigator about the database hit. This comparison ensures the person arrested for the linked crime is the same as the newly named suspect.

2) How can I get my case searched in the DNA Database?

Profiles that meet the guidelines for entry into the DNA database are automatically entered in CODIS and searched regularly.

3) What happens to the forensic DNA profile once it is linked to an offender?

This sample stays in the database.

4) How often are profiles searched in the database?

Profiles are routinely searched on each business day at the State level and weekly at the National level.

5) After a CODIS Offender hit, how do I find the suspect?

Contact BCI 's CIU department. They can assist in giving the agency background information regarding the offender. Call 740-845-2000.

FAQ Missing Persons/ Unidentified Human Remains

1) What is Project LINK?

Project LINK (Linking Individuals Not Known) is a law enforcement databasing tool that allows DNA to be taken from remains of an unidentified person, samples from relatives of a missing person and samples from a missing person intimate items to be searched against one another. The comparison of these samples may lead to successful DNA matches that will allow law enforcement and coroners to identify remains.

2) Are these types of samples worked at BCI?

In the cases of a direct comparison where the unidentified remain is thought to be from a known individual will be worked at BCI. Samples that are degraded or can not be identified using STR technology alone are sent for mitochondrial testing. Samples that need to be searched at the national level will automatically be sent for mitochondrial DNA.

3) Why is a sample sent for mitochondrial DNA testing?

A sample may be degraded and need additional testing. If no identification may be made at the state level using STR technology; the sample will need to be searched at the national level. The national level requires additional testing and Meta data.

4) What types of samples may be used to identify a missing person?

Examples of acceptable personal items include: toothbrush, baby or adult teeth and tissue from medical biopsies.

5) I have a bone what do I do?

A letter or report must be issued from a coroner or Medical examiner indicating the bone is from a human. A complete bone is preferred. If multiple items from the Unidentified human remain are available the following items in order of preference are listed below.

1. *Teeth (un restored first priority followed by restored teeth)*
 - a. *Molars*
 - b. *Premolars*
 - c. *Cuspids*
 - d. *Anterior Teeth*
2. *Long bones (femur, humerus, tibia, fibula, ulna, or radius)*
3. *Rib*
4. *Metacarpals / Metatarsals*
5. *Phalanges*
6. *Vertebrae*
7. *Pelvis*
8. *Skull*

6) A family has reported a missing person, how do I have this information submitted to DNA database?

Contact project link by calling 614-845-2516 or CODIS@ohioattorneygeneral.gov . An analyst will provide your agency with the paperwork and a collection kit to obtain family reference standards.