

**BLOOD SAMPLE CHECKLIST**  
**DUTY OF PEACE OFFICER TO INFORM OFFENDER**

**READ TO OFFENDER: (includes adults and young offenders)**

- “I am detaining you for the purpose of obtaining a DNA sample for the purposes of the National DNA Data Bank pursuant to an order/authorization issued under the *Criminal Code of Canada*. It is my duty to inform you that you have the right to retain and instruct counsel without delay. You have the right to telephone any lawyer you wish. You also have the right to free advice from a legal aid lawyer.” **“DO YOU UNDERSTAND?” “DO YOU WISH TO CALL A LAWYER NOW?”**

**READ TO OFFENDER: (includes adults and young offenders)**

**“Pursuant to Section 487.07(1) of the *Criminal Code*:”**

- a) “It is my duty to inform you that I have an order/authorization issued by a Judge to take bodily substances for forensic DNA analysis.” (Show or read order/authorization to offender)
- b) “A blood sample will be taken from you by piercing your fingertip with a sterile lancet and depositing blood droplets onto a collection card which will be forwarded to the National DNA Data Bank for analysis.”
- c) “The National DNA Data Bank will analyse your blood sample and generate a DNA profile which will be maintained by the National DNA Data Bank and compared against evidence received from crime scenes.”
- d) “I must advise you that during this procedure, if required, as much force as necessary will be used to obtain this blood sample.”
- e) “Pursuant to the authority of subsection 487.07(3) of the *Criminal Code* and the requirements of section 2 of the *DNA Identification Regulations* as amended, fingerprints will be taken from you for the purposes of the *DNA Identification Act*.”

**PROCEDURE TO OBTAIN A BLOOD SAMPLE**

- Prepare the sample collection area by placing a clean barrier (i.e. paper towel) on the collection surface.
- Put on disposable gloves and mask.
- Take a full set of fingerprints on Form 3801 and complete **ALL** fields on the form.
- Take the left and right index fingerprints on the sample collection card (Form 3800) and complete **ALL** fields on the form.
- Have offender wash hands to remove the ink.
- Wipe finger with alcohol swab and instruct offender to shake his/her hand to allow the blood to flow to the fingertips.

- Insert all desiccant pouches inside the Mylar envelope.
- Fold back the protective cover on the sample collection card (Form 3800). Handle the collection card by the edges only.
- Prepare lancet (see enclosed lancet instructions) and pierce fingertip.
- Gently squeeze and release the finger downwards, squeeze the fingertip until a large drop of blood forms then press finger to the collection card (Form 3800). Repeat until all 4 circles have a stain equivalent to the size of a pencil eraser (1 cm).
- Provide the offender with a tissue to stop bleeding.
- Fold the protective cover on the collection card (Form 3800) over the sample area.
- Insert the collection card into the Mylar envelope.
- Seal the Mylar envelope and place initials across the seal.
- Place the sealed Mylar envelope in the 8 X 10 plastic bag along with:
  - 1) **Copy of the order/authorization**
  - 2) **Fingerprint form (Form 3801)**
  - 3) **NDDDB submission receipt (Form 5751)**
- Dispose of lancet, gloves and mask in a biohazard container.
- Make appropriate notes and report to a Judge (Form 5.07)
- Using couriered or registered mail ONLY**, forward the sample and all documentation to:

**National DNA Data Bank**  
**P.O. Box 8885**  
**1200 Vanier Parkway**  
**NPS/Lab, Loading Dock #1**  
**Ottawa, Ontario, K1G 3M8**

**ADDITIONAL NOTES: (include who sampled, where sample collection took place, and other pertinent notes)**

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Date: \_\_\_\_\_ Time: \_\_\_\_\_ Signature: \_\_\_\_\_

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*Keep this checklist in your operational files.*

