

**HAIR 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 hair sample will be taken from you by pulling 6 - 8 hairs from your head and depositing the hairs 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 hair 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 hair 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 HAIR SAMPLE**

- Prepare 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 3802) and complete **ALL** fields on the form.
- Have offender wash hands to remove the ink.

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Members of the Sûreté du Québec are required to use form O-009 instead of this one.

- Prepare the hair collection card (Form 3802) by peeling back the protective plastic cover which is covering the adhesive strip. Handle the collection card by the edges only.
- Separate a few hairs and with two fingers follow the hairs downward to the scalp. With the other hand, quickly pull the hairs ensuring the hair root sheath is attached.
- Place 6 - 8 hairs on the sample collection card (Form 3802) ensuring the hair **root sheath** is **ABOVE** the adhesive strip.
- Replace the protective plastic and paper cover over the adhesive strip.
- Insert the sample 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)**
  - 4) **2 additional bar codes (for lab use)**
- Dispose of 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.*