

TEXAS MISSING PERSONS PROGRAM
 University of North Texas Center for Human Identification, 3500 Camp Bowie, Fort Worth, TX 76107
 1-800-763-3147, www.untchi.org

Direct Reference Sample Submission Form

Instructions: Complete each section as applicable (shaded areas will be completed by UNTCHI).
Note: Sections 1, 3, 4 and 5 are required for submission. Omission of required information will cause a delay in processing.

UNTCHI Case No.

1. INVESTIGATING AGENCY

Agency: _____ Agency Case No: _____
 Address: _____ NCIC No: _____
 _____ NamUs MP No: _____
 _____ NamUs UP No: _____
 Contact Name: _____ Phone No: _____
 Contact Email: _____ Fax No: _____

2. COURTESY COLLECTING AGENCY Complete this section if the collecting agency is different from above

Agency: _____ Agency Case No: _____
 Address: _____

 Contact Name: _____ Phone No: _____
 Contact Email: _____ Fax No: _____

3. EVIDENCE SUBMITTED Attach additional paperwork if needed

UNTCHI SAMPLE NO.	ITEM NO.	QUANTITY	DESCRIPTION

Additional paperwork attached

Is this direct reference sample associated with a set of unidentified human remains submitted to UNTCHI? Yes No
 If yes, provide agency name and case number: _____

4. CHAIN OF CUSTODY

Released by: _____
Signature Printed Name Date & Time Released

Shipped by: _____
Shipping Company Tracking Number

Received by: _____
Signature Printed Name Date & Time Received
(For UNTCHI Use Only)

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5. MISSING PERSON INFORMATION

Name of Missing Person: _____
Last First Middle

Missing Person's Date of Birth: _____ Age When Missing: _____ Sex of Missing Person: Female Male

Eye Color: _____ Hair Color: _____ Approx. Weight: _____ Approx. Height: _____

Date of Last Contact: _____ City/County and State of Last Contact: _____

Are Dental Records Available? Yes No

Race: African-American

Physical Identifiers (scars, marks, tattoos, medical devices):

Asian

Caucasian

Hispanic

Native American

Other (specify) _____

Is the missing person adopted? Yes No

Are family reference samples being submitted at the same time? Yes No

NOTE: Family reference samples should be packaged separately and submitted with the appropriate submission form.

6. ADDITIONAL INFORMATION

7. IMPORTANT SAMPLE SUBMISSION INFORMATION

The following sample types are acceptable as direct references: toothbrush, dentures, medically obtained tissue or biopsies mounted on slides or embedded in paraffin, and baby teeth. All other sample types are approved by the Technical Leader on a case-by-case basis. Contact the Technical Leader at (817) 735-2749 to discuss the acceptability of other sample types.

8. SHIPPING AND CONTACT INFORMATION

Submit this form with the sample. Evidence items must be shipped using a carrier which can track the shipment (FedEx, UPS, DHL, etc). Overnight shipping is recommended and biodegradable samples must be packaged appropriately. For shipping questions or assistance with this form, contact Evidence Control at (800) 763-3147 or missingpersons@unthsc.edu.

Shipping Address: University of North Texas Center for Human Identification
Dept. of Forensic and Investigative Genetics, CBH 6th Floor
3500 Camp Bowie Blvd.
Fort Worth, TX 76107

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