



Forensic Genetic Genealogy Evaluation Form

UNTCHI Case No.

Instructions

- 1 Complete this Evaluation Form. Completion may require consultation with the laboratory that performed the original testing and the prosecuting agency. Refer to FAQs for assistance.
- 2 Send form along with investigative narrative and, if available, serology/DNA reports to FGGUnit@unthsc.edu.
- 3 UNTCHI will contact all appropriate agencies to schedule a follow-up meeting to obtain any additional information, discuss the testing options, and confirm requirements are met.
- 4 Agency will be notified via email if case is approved. If approved, a separate form with instructions for submission of evidentiary items will be provided.

NOTE: Do not submit any samples with this form. Completion of this form does not guarantee approval. If rejected, reports received by UNTCHI will be destroyed after retention period. Gray boxes for UNTCHI use only.

Investigating Agency		
Agency:		
Address:		
City/State/Zip:		
Contact Name:		
Contact Email:		
Contact Phone:		
Agency Case No.:		
NCIC No.:	NamUs UP No.:	ViCAP Entry?

Medical Examiner/JP/Coroner (if testing involves unidentified human remains)		
Agency:		
Address:		
City/State/Zip:		
Contact Name:		
Contact Email:		
Contact Phone:		
Agency Case No.:		
NCIC No.:	NamUs UP No.:	ViCAP Entry?

Prosecuting Agency		
Agency:		
Address:		
City/State/Zip:		
Contact Name:		
Contact Email:		
Contact Phone:		
Agency Case No.:		
Appropriate prosecuting agency consulted?		

Case Information		
Case Type	<input type="checkbox"/> Forensic	<input type="checkbox"/> Unidentified Remains (Missing Persons)
Type of offense:		
Case Scenario (as applicable, include for forensic case: date of offense, details concerning origin and probative value of items; include for unidentified remains: date, location, and county found, age, sex, ancestry):		
Has this case been previously tested at UNTCHI?		
If yes, list the UNTCHI case number(s):		



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Helpful Information

NOTE: If testing occurred at UNTCHI, it is not necessary to complete the Evidence Information section in its entirety. List the items for which approval for testing is being sought and answer the “Approval to consume?” and “Subjected to CODIS familial search?” questions.

For best results, identify a single source DNA sample/extraction that yielded the highest DNA concentration and lowest degradation index.

The term “ng/μL” refers to the number of nanograms per microliter. One nanogram is one billionth of a gram. One microliter is one millionth of a liter.

A reagent blank (RB*) is a type of extraction that controls for contamination and is required for testing. If a laboratory cannot provide a portion of the RB, mark as n/a.

External Laboratory Information (complete if testing did not occur at UNTCHI)
Testing Laboratory:
City/State/Zip:
Laboratory Contact:
Laboratory Contact Email:
Laboratory Contact Phone:
Laboratory Case No.:

Evidence Information				
	Item 1	Item 2	Item 3	Item 4
Evidence Type/Source				
Extract or Physical Item?				
Item ID#				
Date of extraction				
Quant Data:				
Human DNA (ng/μL)				
Male DNA (ng/μL)				
Degradation Index				
Quantification Kit				
Volume available (μL)				
RB* available (μL)				
Previous testing:				
STR Amplification Kit				
Number of STR loci obtained?				
Degradation observed?				
CODIS entry date				
Single Source (SS) or Mixture (Mix)?				
Y-STRs tested?				
Mitochondrial DNA tested?				
Approval to consume?				
Subjected to CODIS familial search? (only pertains to forensic case)				



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This page is for UNTCHI use only.

Case Review (to be completed by UNTCHI)
Case type involves unsolved violent crime?
Crime meets GEDmatch PRO eligibility?
Appropriate DNA extraction/sample adequate and available?
Agency signed attestation?
Approved for FGG testing?
Type of testing recommended: <input type="checkbox"/> Targeted <input type="checkbox"/> Microarray <input type="checkbox"/> WGS
Agency notified of decision?
Comments:



Attestation Form

UNTCHI Case No.

Attestation
Signature:
Printed Name:
Title:
Agency:
Date:
<p>As an authorized representative of the submitting criminal justice agency above, I certify that I understand, agree, and accept the below terms, conditions, and restrictions relating to the processing of the requested items submitted for DNA analysis and/or genealogical work to UNTCHI:</p> <ol style="list-style-type: none"> 1. The information provided on this FGG Evaluation Form is accurate to the best of my knowledge. 2. Any submitted items were obtained in accordance with all applicable federal and state laws. 3. My agency has adhered to any applicable United States Department of Justice Interim Policy for Forensic Genetic Genealogical DNA Analysis and Searching (“DOJ”) requirements relating to the submitted items, including that: <ol style="list-style-type: none"> a. The prosecutor and my agency agree that the sample is suitable for FGG, and that this is a necessary and appropriate step at this stage of the investigation to develop investigative leads. b. My agency will promptly inform UNTCHI if the case is solved prior to completion of FGG services. c. Any FGG identification is an investigative lead only and should not be used as probable cause for an arrest and must be confirmed by STR DNA testing through a legally obtained sample. d. My agency will acquire approval from the prosecutor prior to submitting to UNTCHI any surreptitiously obtained sample from a potential suspect for comparison to the original STR/Y-STR/mtDNA data as appropriate and in accordance with UNTCHI case and sample acceptance criteria (Policy 005 <i>Evidence and Sample Control</i>). At this time, UNTCHI does not accept reference samples for SNP analysis. e. Absent applicable DOJ exceptions, informed consent has been obtained from any submitted third party reference samples (third party means a person who is not a suspect in the investigation) before submission to UNTCHI for comparison to the original STR/Y-STR/mtDNA data as appropriate and in accordance with UNTCHI case and sample acceptance criteria (Policy 005 <i>Evidence and Sample Control</i>). At this time, UNTCHI does not accept reference samples for SNP analysis. 4. My agency has adhered to any grant provisions relating to the submitted items. 5. The entry of any SNP profiles obtained from the submitted items into GEDmatch PRO™ is permitted as described below and is not in violation of the GEDmatch PRO™ terms of service. <ol style="list-style-type: none"> a. GEDmatch PRO™ may only be used by law enforcement to identify the perpetrator of a violent crime defined as murder, non-negligent manslaughter, aggravated rape, robbery, or aggravated assault, or to identify human remains only in a manner that complies with applicable laws and excluding fetal remains and remains of stillborn children.
Continued on next page.



Attestation Form

UNTCHI Case No.

Attestation
<p>Continued from previous page.</p> <ol style="list-style-type: none"> 6. Shipping, delivery, or the coordination of shipping and delivery is solely the responsibility of my agency, regardless of whether the item is in my agency’s possession, the possession of a third party laboratory, or some other agency. 7. Sample delivery and acceptance of samples for testing may be refused by UNTCHI if those samples (a) were not previously approved for testing; (b) are received in a damaged condition; or (c) pose a health risk to UNTCHI employees. Rejected samples are returned at the submitting agency’s expense. 8. Kit number assigned to the SNP profile at the time of upload into GEDmatch PRO™ will not be released. 9. UNTCHI releases other case records in accordance with all laboratory policies and, specifically, its internal criteria (<i>Policy 011 Case Records, Reporting, and Review</i>). 10. SNP profiles are confidential and will not be released to any agency or person absent a valid court order issued by a court of competent jurisdiction or, in accordance with applicable state and federal criminal discovery laws. In the event of a SNP profile release, UNTCHI will remove the previously entered SNP profile from GEDmatch PRO™ prior to releasing the SNP profile and will not perform any additional genealogical research on the released SNP profile or be held responsible for further database searching or associations to that SNP profile. Additionally, any SNP profile that is released by UNTCHI to my agency or other party for additional genealogical research, database searches, investigation or prosecution under a valid court order or authorized discovery request will: <ol style="list-style-type: none"> a. not be entered into any genealogical database that does not permit law enforcement use; b. only be entered into genealogical databases in accordance with the applicable terms of service for those databases; c. not be used for genealogical research involving individuals who have not voluntarily and legally consented. 11. UNTCHI uses qualified analysts to determine which SNP technology or technologies are most appropriate for my agency’s case based on the information provided.

Forensic Genetic Genealogy Frequently Asked Questions

How can UNTCHI assist with cold cases?

In addition to offering the typical forensic DNA testing (autosomal STRs, Y-STRs, and mitochondrial DNA) with CODIS entry, UNTCHI now offers single nucleotide polymorphism (SNP) testing that is compatible with the public genealogical database, GEDmatch PRO™. UNTCHI also has an investigative support unit that can perform genealogical research and provide investigative consultations so that a comprehensive approach to solving cold cases can be offered using forensic genetic genealogy. Generally, unsolved violent crimes with a forensic sample from a putative perpetrator and unidentified remains of suspected homicide victim are candidates for forensic genetic genealogy. Per the United States Department of Justice Interim Policy for Forensic Genetic Genealogical DNA Analysis and Searching, an unsolved violent crime means any homicide or sex crime, including a homicide investigation during which forensic genetic genealogy is used in an attempt to identify the remains of a suspected homicide victim. Read the DOJ policy [here](#).

Is UNTCHI accredited for SNP testing?

Yes, UNTCHI is accredited for autosomal STRs, Y-STRs, mitochondrial DNA, and SNP testing. Refer to our [website](#) to view the current copy of our accreditation certificate.

What type of SNP testing technology does UNTCHI offer and which technology will be used on my case?

UNTCHI has implemented targeted sequencing of 10,230 SNPs using the Verogen ForenSeq Kintelligence Kit. Additionally, UNTCHI is in the process of implementing both microarray sequencing of ~ 650,000 SNPs using the Illumina Infinium Global Screening Array-24 Kit and whole genome sequencing to sequence the entire DNA make-up of a sample.

Each technology has advantages and disadvantages. These will be taken into account when evaluating the concentration, volume, and past performance of the DNA extract(s) and the most appropriate technology or technologies will be employed. In general, targeted sequencing of 10,230 SNPs using the Verogen ForenSeq Kintelligence Kit is used only if additional testing with microarray and/or whole genome sequencing are also possible.

What is the cost of the SNP testing and genealogical research?

There is no cost to Texas law enforcement agencies, medical examiners, and justices of the peace. Additionally, there is no cost if the FBI is assisting a Texas law enforcement agency. Please contact UNTCHI at FGGUnit@unthsc.edu if your agency is outside of Texas.

How can a case be submitted for SNP testing and genealogical research?

Complete the Forensic Genetic Genealogy Evaluation Form, which includes an attestation form, and email these together with the investigative narrative and serology and/or DNA report, if available, to FGGUnit@unthsc.edu. After review, the agency will be contacted for a follow up discussion. If approved, the agency will be provided with packaging and shipment instructions for subsequent submission, if necessary.

What are the criteria for approval?

The case criteria outlined in the United States Department of Justice Interim Policy for Forensic Genetic Genealogical DNA Analysis and Searching will be followed to the extent possible. In addition, a DNA extract from a putative perpetrator or unidentified human remains and a reagent blank extract (to control for contamination) must be available for SNP testing. If a DNA extract is not available, a sufficient amount of material from the same sample used for CODIS entry must be available for extraction.

How do I complete the Evidence Information section of the Forensic Genetic Genealogy Evaluation Form?

Contact the laboratory that performed the forensic testing for assistance in completing this section. This form can be shared with the laboratory so that they may enter the information on the agency's behalf or this information can be requested from the laboratory and recorded on the form. The laboratory can provide the evidence type/source, extract or physical item, item ID#, date of extraction, the quantification data, and information about the previous testing. You will need to answer the "Approval to consume?" and "Subjected to CODIS familial search?" questions. Note: "Item ID#" refers to the number used to label the DNA extract or physical item. This may be a laboratory assigned number that is different than your agency's case number and is used to verify the correct sample was received at UNTCHI. Completing the External Laboratory Information section allows UNTCHI to contact the laboratory for any clarifications that may be needed.

My agency has previously submitted a case(s) to UNTCHI for DNA testing and CODIS entry. Can those cases be approved for forensic genetic genealogy?

On the Forensic Genetic Genealogy Evaluation Form, indicate in the Case Information section that the case was previously tested at UNTCHI and provide the UNTCHI case number, if known. Under the Evidence Information section, list the items for which approval for testing is being sought and answer the "Approval to consume?" and "Subjected to CODIS familial search?" questions. UNTCHI will review the case and evaluate the associated DNA extracts. After review, the agency will be contacted for a follow up discussion. A new submission may not be required if the remaining DNA extraction is sufficient for SNP testing.



Forensic Genetic Genealogy Frequently Asked Questions

What happens to a case after submission?

The case will undergo SNP testing using the appropriate technology or technologies. A confidential laboratory report will be issued to your agency that details the testing results which includes if the SNP profile is eligible for entry into GEDmatch PRO™. If the results meet the entry requirements set forth by GEDmatch PRO™, a qualified analyst will enter the SNP profile for subsequent searching by a UNTCHI genealogist. If no investigative leads are generated from the genealogical research after a specified time period, a notification will be issued to the agency stating that no leads have been generated but that the SNP profiles will remain in GEDmatch PRO™ and continue to be searched.

If the genealogical research results in the identification of one or more potential candidates, a confidential report will be issued that details the research, identifies the potential candidate(s), and provides additional guidance on next steps. UNTCHI can offer investigative consultation to your agency which may include information regarding the location of a reference tester and guidance on how to collect and submit samples for comparison to the original testing laboratory for confirmation with the autosomal STR CODIS entry.

UNTCHI will remove the SNP profile from GEDmatch PRO™ if informed by the agency that the identity has been confirmed.

What are the terms of service for the genealogical databases?

At this time, UNTCHI only uploads SNP profiles into GEDmatch PRO™. The terms of service for GEDmatch PRO™ can be found [here](#) and are subject to change without notice. UNTCHI follows the terms of service outlined by GEDmatch PRO™.