



Instructions: Fingerprint Identification National DNA Data Bank

Completion Instructions

The NDDB Fingerprint Identification form is used for both biological sample submissions and endorsement submissions. Listed here are the mandatory fields required for each submission type.

Mandatory Fields for Sample and Endorsement Submissions

Police Agency Information Section

- Name of Official Taking Fingerprints
- Signature of Official Taking Fingerprints
- Date Fingerprinted
- Contributor ORI
- Name and Complete Address of Contributing Agency / Department

Offender Information Section

- Surname
- Given Name 1
- Gender
- Date of Birth

Mandatory Fields for Sample Submissions

Police Agency Information Section

- Name of Official Taking DNA Sample
- Signature of Official Taking DNA Sample

Submission Instructions

Submitting the Biological Sample Collection Kit to the NDDB

Once the collection process is complete, the submission must be sent to the NDDB within one week. The submission should be sent using a courier or registered mail service that provides a tracking number.

The submission should include the following items:

- A **copy** of the DNA Orders/Authorizations issued by the Court (form 5.03, 5.04, 5.06, or 5.09)
- The NDDB Fingerprint Identification (form 3801) (with **all mandatory** fields completed)
- The NDDB Collection Card (form 3800) (with a biological sample, fingerprints and **all** fields completed)
- The NDDB Submission Receipt [form 5751](#) (optional)

Submissions should be sent by **courier** or **registered mail** to:

National DNA Data Bank - RCMP
NPS Building
73 Leikin Drive
Ottawa, Ontario
K1A 0R2

Submitting the Endorsement to the NDDB

Once the forms have been completed, the endorsement submission must be sent to the NDDB within one week. The endorsement submission should be sent using a courier or registered mail service that provides a tracking number. The endorsement submission should include the following items:

- A **copy** of the DNA Orders/Authorizations issued by the Court (form 5.03, 5.04, 5.06, or 5.09)
- The NDDB Fingerprint Identification (form 3801) (with **all mandatory** fields completed)
- The Endorsement for DNA Order [form 6014](#) or equivalent (e.g. SQ-009, endorsement section of BC DNA orders)
- The NDDB Submission Receipt [form 5751](#) (optional)

Submissions should be sent by **courier** or **registered mail** to:

National DNA Data Bank - RCMP
NPS Building
73 Leikin Drive
Ottawa, Ontario
K1A 0R2

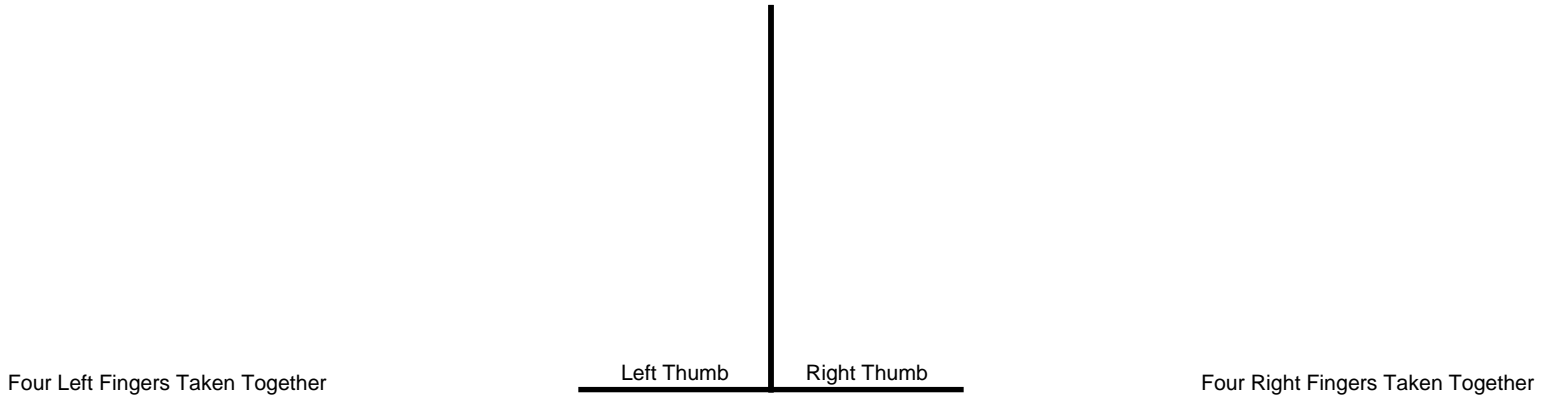


**Fingerprint Identification
National DNA Data Bank**

Certified by	Bar Code
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Fingerprints

Right Thumb	Right Index	Right Middle	Right Ring	Right Little
Left Thumb	Left Index	Left Middle	Left Ring	Left Little



Police Agency Information

Name of Official Taking Fingerprints	Signature of Official Taking Fingerprints	Date Fingerprinted (yyyy-mm-dd)
Name of Official Taking DNA Sample	Signature of Official Taking DNA Sample	File Number of Investigating Agency
Investigating Agency	Contributor ORI	Court Docket Number
Name and Complete Address of Contributing Agency / Department		

Offender Information

Bar Code	Surname	Given Name 1
	Given Name 2	FPS Number
	Gender <input type="radio"/> Male <input type="radio"/> Female	Date of Birth (yyyy-mm-dd)
	Address	

Information on this form is collected under the *Criminal Code* or the *National Defence Act* for the purpose of the *DNA Identification Act* and will be stored in PIB CMP/PPU-030. The provisions of the *Privacy Act* pertaining to access, collection, accuracy, completeness and amending incorrect data apply.

The form 3801 does not replace criminal fingerprints. Ensure that they are taken and submitted separately.