

Case Review Checklist



Attach completed checklist to the corresponding case submission form.

In alignment with the guidance outlined in the United States Department of Justice Interim Policy for Forensic Genetic Genealogical DNA Analysis and Searching (effective 11.01.2019), this checklist has been developed. Its purpose is to serve as an internal review mechanism, ensuring that candidate samples are suitable for the specified case types and that appropriate investigative collaborations have been diligently pursued.

Please complete the following checklist for each case being submitted for analysis.

Case Information			
Submitting Agency	Submitting Agency Case #	Date	Quote #

Documents		Notes
Case type is appropriate for FGG analysis and upload Case involves an unsolved violent crime ¹ and the candidate forensic sample ² is from a putative perpetrator ³ or when a case involves what is reasonably believed by investigators to be the unidentified remains of a suspected homicide victim ('unidentified human remains')	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>1 A "violent crime" means any homicide or sex crime, including a homicide investigation during which FGG is used in an attempt to identify the remains of a suspected homicide victim. It also includes other serious crimes and criminal offenses designated by a GG service for which investigative use of its service by law enforcement has been authorized by that service.</p> <p>2 A "candidate forensic sample" is: 1) the remaining portion of a forensic sample or extract being considered for FGG, and from which a forensic profile was previously derived and uploaded to CODIS; or 2) one or more additional forensic samples or extracts from the same case that share the same forensic profile(s) as that derived from the forensic sample(s) uploaded to CODIS.</p> <p>3 A "putative perpetrator" is one or more criminal actors reasonably believed by investigators to be the source of, or a contributor to, a forensic sample deposited during, or incident to, the commission of a crime.</p> <p>4 The term "prosecutor" refers, as applicable, to the Assistant Attorney General, United States Attorney, state or local prosecuting attorney, or state attorney general (or his or her designee), with jurisdiction of either the crime under investigation or the location where the unidentified human remains were discovered (if different). When the Department of Justice and one or more state or local prosecuting authorities have concurrent jurisdiction of the crime(s) under investigation, the "prosecutor" means the Assistant Attorney General, United States Attorney, or the state or local prosecuting official whose office will prosecute the case in the event that charges are filed.</p>
Document(s) showing that the profile from the candidate sample was uploaded into CODIS The case involves the unidentified remains of a suspected homicide victim ('unidentified human remains') – STR testing forfeited	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Date of upload (reference page in case-file/document)		
Date of last search (reference page in case-file/document)		
Lab generated profile matches CODIS profile The case involves the unidentified remains of a suspected homicide victim ('unidentified human remains') – STR testing forfeited	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Electropherogram or genotype table present		
CODIS genotype table present		
Documentation that relevant case information has been entered into the National Missing and Unidentified Persons System ('NamUs') and the Violent Criminal Apprehension Program ('ViCAP') national database (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Documented consultation between the submitting agency and a dedicated lab official from CODIS The case involves the unidentified remains of a suspected homicide victim ('unidentified human remains') – STR testing forfeited	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Documented consultation between the submitting agency and the prosecutor⁴	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Notes		