



# Request for the Removal & Destruction of Samples Taken for A Non Recordable Offence (Not to be used for Exceptional Cases)



**Section 1 – Removal Request** (to be completed in full by the Force who owns the DNA sample)

Name of Requestor	
Force	
Contact Telephone Number	
E-mail address	

**Subject Details:**

DNA Barcode Number (can be obtained from PNC)	
Surname	
Forenames	
PNC Alias Name/Nickname	
Date of Birth	
PNCID	
CRO	
Arrest Summons Number	

**Removal Reason:**

Please tick records to be removed/destroyed	DNA <input type="checkbox"/> PNC (single record only) <input type="checkbox"/> Fingerprints <input type="checkbox"/> All of the above <input type="checkbox"/>
Reason for Removal	Please select
Comments	

**Authorisation:** (to be completed by either the Scientific Support Manager or PNC Manager from the Force who took the DNA sample)

Name of Person Authorising Request	
Job Title	Please Select
Contact Telephone Number	

When section 1 is complete please e-mail to **Contact details removed** for DNA record removal, **Contact details removed** for fingerprint record removal and **Contact details removed** for PNC record removal.

**Section 2 - NDNAD Delivery Unit Checks**

Form fully completed	Yes <input type="checkbox"/> No <input type="checkbox"/> If no please state date returned to requestor
Sample set to 'Not reconciled' on NDNAD	Yes <input type="checkbox"/> Sample not PNC owned <input type="checkbox"/>
Forensic Supplier Name	Unit Code
Date form e-mailed to NDNAD Service Delivery Team	

When section 2 is complete please e-mail to **Contact details removed**



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### Section 3 – DNA Deletion

Sample removed from NDNAD by	
Date	
Checked by	
Date notification of removal sent to NDNAD Custodian Team	
Date request sent to supplier	

When section 3 is completed please e-mail to the supplier who originally profiled the sample and **Contact details removed**

### Section 4 – DNA Destruction

SUPPLIER USE ONLY	NAME	DATE
Submission Record Updated By		
Checked By		
DNA1/PACE Card Destroyed		
Sample & Products Destroyed		
Waste Disposal Bin Number		
Supplier Witness		
Notification of Sample & Products Destruction Sent to Police Force		

When section 4 is completed please e-mail a copy of completed form and destruction certificate **Contact details removed**

### Section 5 – Fingerprint record removal

FINGERPRINT IMAGES OR AN INDIVIDUAL ARREST/SUMMONS No.	Date Removed: [      ]	Date force informed: [      ]
e-mail: <b>Contact details removed</b>	NFO Ref No: [      ]	
	Remedy No: [      ]	
	NFO Officer Dealing: [      ]	Force holding hard copy Tenprint forms to ensure destruction.

### Section 6 – PNC Record Removal

PNC ENTRY (NIS) <b>SINGLE ENTRIES ONLY</b> e-mail: <b>Contact details removed</b>	Date Removed: [      ]	Date force informed: [      ]
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### Guidance

This form should be completed electronically.



# **Request for the Removal & Destruction of Samples Taken for A Non Recordable Offence (Not to be used for Exceptional Cases)**



## Section 1

This section should be completed by the requestor in full, incomplete forms will be returned to the requestor.

If the requestor is unable to provide any of the information requested they should contact The NDNAD Delivery Unit **Contact details removed** who may be able to assist.

Authorisation for a DNA sample to be removed and destroyed can be granted by either the **Scientific Support Manager or PNC Manager** from the Force who owns the DNA sample.

When section 1 is completed the form should be e-mailed to **Contact details removed** for the removal of the DNA record, **Contact details removed** for the removal of the fingerprint record and **Contact details removed** for the removal of the PNC record.

## Section 2

Section 2 will be completed by the NDNAD Delivery Unit.

## Section 3

Section 3 will be completed by the NDNAD Service Delivery Team who are responsible for removing the electronic DNA record from The National DNA Database.

## Section 4

Section 4 will be completed by the Forensic Supplier who profiled the DNA sample. The Forensic Supplier is responsible for destroying the DNA sample and DNA1 card and then notifying the NDNAD Delivery Unit and The Police Force who requested the deletion and destruction when this has been done.

## Section 5

Section 5 will be completed by NIS who are responsible for removing and destroying fingerprints.

## Section 6

Section 6 will be completed by the Reconciliations Team who are responsible for removing the record from PNC.

If you are having problems completing this form please do not hesitate to contact **Contact details removed**.