

## Legal Paternity Testing Instructions for Sample Collectors

**Please make sure ALL information is filled out on legal form and envelopes or Testing will be put on hold.**

**Step 1:** Obtain 2 pieces of government issued I.D. from client, one photo ID, i.e. driver's license, passport, and then make a photocopy ( you will later attach to paperwork and samples). If they do not have 2, one will work per person if Valid photo ID.

**Step 2:** \*Obtain photograph copy of Child from Parents and Valid Birth Certificate of Health card and photocopy (if one is not supplied take a digital photo of the client).

**Step 3:** Each client participating is required to fill out and complete the LEGAL IDENTIFICATION AND CONSENT FORM . *One for the father. And one for the child. (equals 2 forms).*

**Forms Must be filled out entirely.**

**Step 4:** Please be sure to write down the OTHER person tested in section 4. (For example: On child's form write father's name, on father's form write the child's name). Even if person is not present at this appointment, write the name of the other participating person.

**Step 5:** The Collector/Nurse must fill out Sections 6 on the legal consent form confirming all persons' identity and collection.

**Date / full address/ name, must be filled completely.**

**Step 6:** Label Swab envelopes completely for clients being tested. One per client. Fill out name, (Have them sign their signature), date and time.

**Nurse collector and client both sign this.**

**Step 7:** Wear Gloves and Open cotton sterile swabs.

Remove swabs carefully without touching the swab tips and swab both sides of the mouth by rubbing firmly inside the cheek using an up and down motion and rotating the swab for 15-30 seconds inside of mouth.

**Step 8:** Let dry for 5- 10 minutes. (Wait until dry to place in envelopes)

**Step 9:** Place the swabs for EACH individual in their separate marked sample swab envelopes. i.e. one envelope for each participant.

Seal the envelope.

**Step 10::** Staple the photo I.D. photocopies made to the consent form, and package with sample inside envelopes.

**Step 11:** Email [info@paternitycanada.com](mailto:info@paternitycanada.com) for instructions to lab or see Requisition form or emails.

**Step 12:** Package the test for pickup when ready and call FEDEX at 1-800-463-3339 (obtain acct number from Paternity Testing Centers).