



**SOUTHWESTERN
INSTITUTE OF FORENSIC SCIENCES
AT DALLAS**

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2355 N. Stemmons Freeway
Dallas, Texas 75207

Office of the Medical Examiner

Instructions for Releasing a DNA Specimen for Paternity Testing

To release a DNA specimen for testing, the following steps must be completed before the sample can be processed for shipment:

1. Payment

- Submit a check or money order for \$40, payable to “Dallas County”, to cover specimen processing.
 - For personal checks, include your driver’s license number, phone number, and date of birth on the check.

2. Sample Collection Kit

- The contracted lab must provide:
 - A sample collection kit (preferably for blood cards).
 - Any required documentation.
 - Packaging material and a prepaid return shipping label.
- Note: Liquid blood specimens are retained for 1 year from the date of death, while blood cards are kept indefinitely.

3. Request Letter and Identification

- The legal next of kin (NOK) must:
 - Submit a written request for the DNA sample release (handwritten or typed).
 - Provide a copy of a government-issued ID (e.g., Driver’s License, State ID, or Passport).
 - If the death occurred outside Dallas County under a Justice of the Peace, their written or verbal consent must also be provided.

4. Court Order (if applicable)

- If the legal next of kin cannot or will not provide a request letter and ID, a court order must be submitted instead.

Submission Address:

Mail the payment, sample collection kit, request letter, and ID (or court order) to:

Chief or Deputy Chief Medicolegal Death Investigator

Dallas County – Office of the Medical Examiner

2355 North Stemmons Freeway

Dallas, TX 75207

Important:

Add the Medical Examiner (ME) case number on the outside of the mailing envelope to ensure accurate processing.

Processing and Shipment

Once all required items are received and reviewed, the collection kit will be transferred to the Biology Section for processing and shipping. **Processing Time:** It typically takes 1-3 weeks to mail the sample once all required items have been received and verified.

For additional questions, contact 214-920-5900, select Option 1 for Investigations, and ask for the Chief or Deputy Chief Investigator.