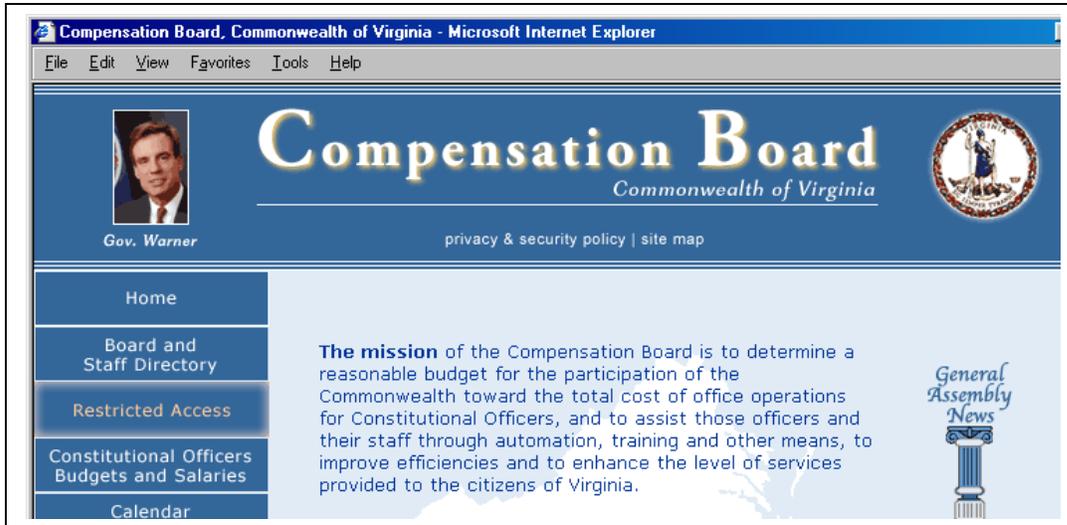


LIDS DNA Tracking

The LIDS DNA Tracking system is found on the [Compensation Board's website](#), under the [Restricted Access](#) button.



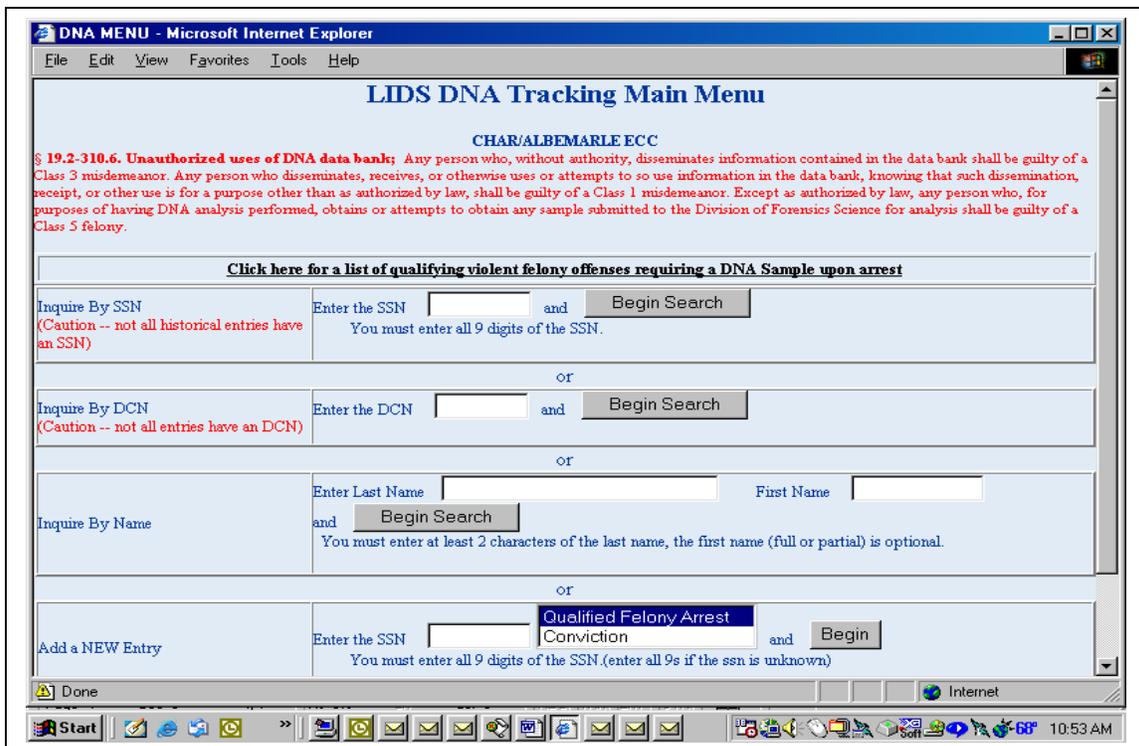
Please read and comply with the general security statement and then click on '[LIDS – DNA Tracking](#)'.



In order to login into the LIDS DNA Tracking system, it will be necessary to the VCIN user-name and mnemonic password assigned to your specific agency. You can retrieve the [“list of qualifying offenses for DNA at arrest”](#) without logging into the system. We recommend you check this list prior to taking a DNA sample. Updates to this list will be denoted with a revision date to the right of the title.



When you have successfully logged into the system, you will be taken to the LIDS DNA Tracking Main Menu. This page will allow you to inquire on DNA samples previously taken as well as add a new DNA entry.



Prior to a taking a DNA sample, you are required to check to see if a DNA sample has been previously taken. There are several ways to search for DNA sampling information. You can search by social security number (SSN), document control number (DCN) or by name.

Searching by Social Security Number (SSN)

In order to search by SSN it will be necessary to enter all nine digits of the SSN and click on the begin search button.

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LIDS DNA TRACKING Main Menu

CHAR/ALBEMARLE ECC

§ 19.2-310.6. Unauthorized uses of DNA data bank: Any person who, without authority, disseminates information contained in the data bank shall be guilty of a Class 3 misdemeanor. Any person who disseminates, receives, or otherwise uses or attempts to so use information in the data bank, knowing that such dissemination, receipt, or other use is for a purpose other than as authorized by law, shall be guilty of a Class 1 misdemeanor. Except as authorized by law, any person who, for purposes of having DNA analysis performed, obtains or attempts to obtain any sample submitted to the Division of Forensics Science for analysis shall be guilty of a Class 3 felony.

[Click here for a list of qualifying violent felony offenses requiring a DNA Sample upon arrest](#)

Inquire By SSN
Enter the SSN? and
(Caution -- not all historical entries have an SSN)
You must enter all 9 digits of the SSN.

OR

Inquire By DCN
Enter the DCN and
(Caution -- not all entries have an DCN)

OR

Inquire By Name
Enter Last Name First Name and
You must enter at least 2 characters of the last name, the first name (full or partial) is optional.

OR

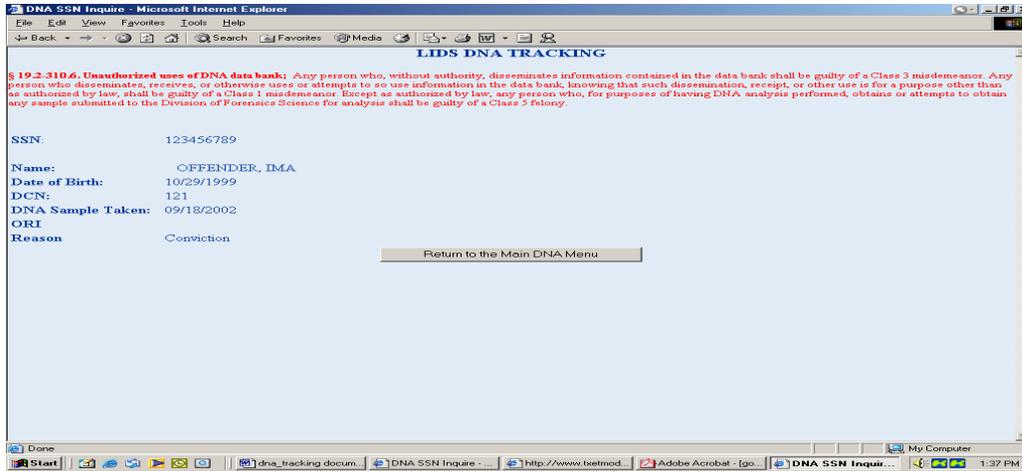
If the record of a prior DNA sample exists, a page like the one listed below will be displayed. If information exists, you should not take another DNA sample, unless the Division of Forensic Science has specifically requested the sample.

LIDS DNA TRACKING

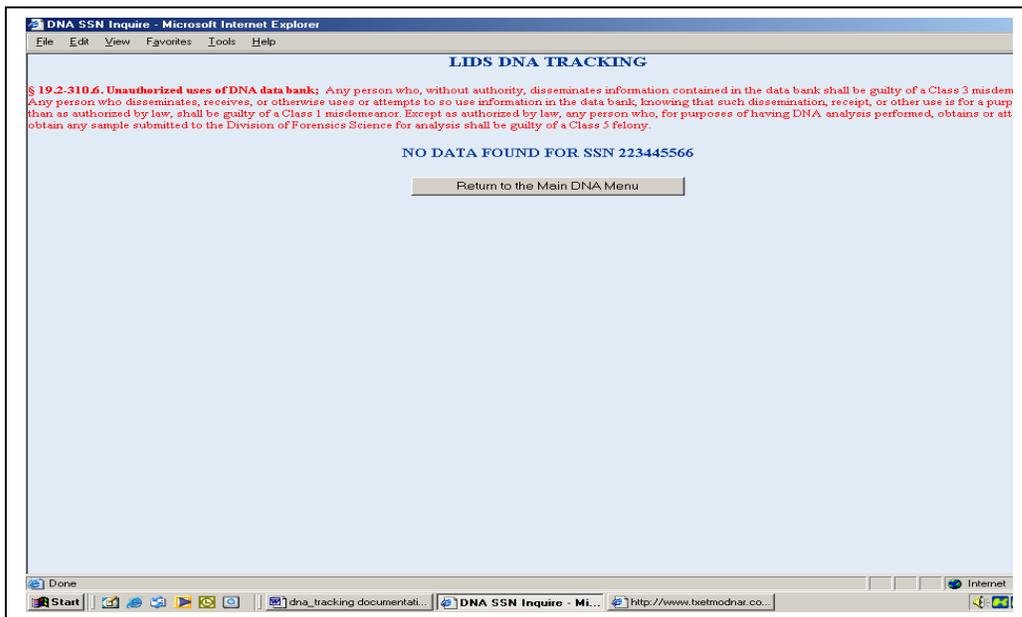
§ 19.2-310.6. Unauthorized uses of DNA data bank: Any person who, without authority, disseminates information contained in the data bank shall be guilty of a Class 3 misdemeanor. Any person who disseminates, receives, or otherwise uses or attempts to so use information in the data bank, knowing that such dissemination, receipt, or other use is for a purpose other than as authorized by law, shall be guilty of a Class 1 misdemeanor. Except as authorized by law, any person who, for purposes of having DNA analysis performed, obtains or attempts to obtain any sample submitted to the Division of Forensics Science for analysis shall be guilty of a Class 3 felony.

SSN: 123456789
Name: OFFENDER, IMA
Date of Birth: 10/29/1999
DCN: 121
DNA Sample Taken: 09/18/2002
ORI
Reason Conviction

If the record of a prior DNA sample exists, a page like the one listed below will be displayed. If information exists, you should not take another DNA sample, unless the Division of Forensic Science has specifically requested the sample.



If no information exists, an error page like the one listed below will be returned. If no information exists you are required to take a DNA sample and record it in the LIDS DNA Tracking system prior to releasing the offender from custody.



Searching by Name

If you are unable to obtain the offenders SSN or DCN, you will need to search by name in order to see if a DNA sample has been taken previously. Although you are only required to enter the first two characters of the last name, entering the complete last and first names are highly recommended. Enter the offenders name and click on the Begin Search button.

CHAR/ALBEMARLE ECC

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[Click here for a list of qualifying violent felony offenses requiring a DNA Sample upon arrest](#)

Inquire By SSN
 (Caution -- not all historical entries have an SSN)
 Enter the SSN? and
 You must enter all 9 digits of the SSN.

OR

Inquire By DCN
 (Caution -- not all entries have an DCN)
 Enter the DCN and

OR

Inquire By Name
 Enter Last Name First Name and
 You must enter at least 2 characters of the last name, the first name (full or partial) is optional.

OR

Add a NEW Entry
 Enter the SSN and
 You must enter all 9 digits of the SSN.(enter all 9s if the ssn is unknown)

[Exit DNA Sample](#)

If information exists on the name you have entered, a page like the one listed below will be displayed. This page lists all the samples matching, or partially matching, the name entered.

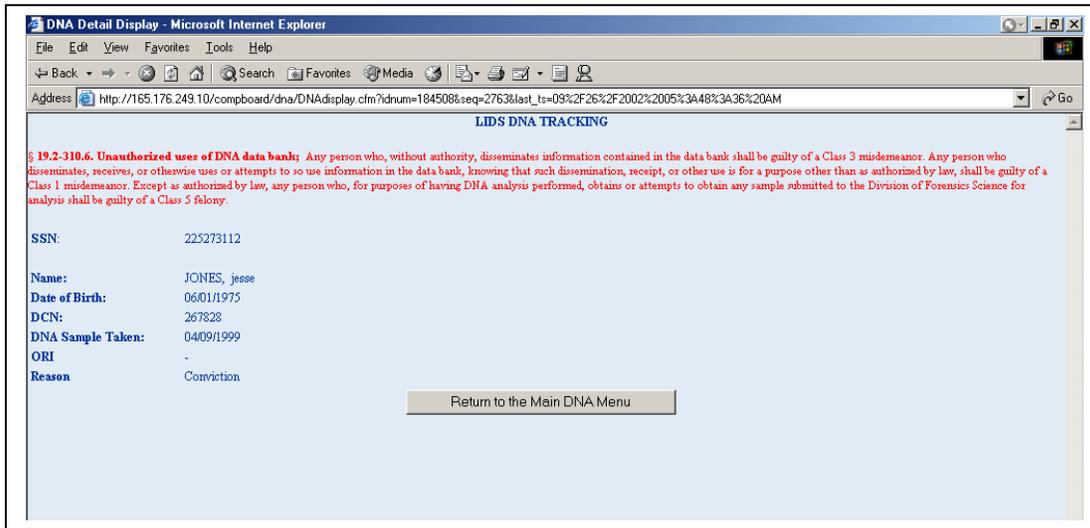
LIDS DNA TRACKING

§ 19.2-310.6. Unauthorized uses of DNA data bank; Any person who, without authority, disseminates information contained in the data bank shall be guilty of a Class 3 misdemeanor. Any person who disseminates, receives, or otherwise uses or attempts to so use information in the data bank, knowing that such dissemination, receipt, or other use is for a purpose other than as authorized by law, shall be guilty of a Class 1 misdemeanor. Except as authorized by law, any person who, for purposes of having DNA analysis performed, obtains or attempts to obtain any sample submitted to the Division of Forensics Science for analysis shall be guilty of a Class 5 felony.

Click on the SSN to view details

SSN	DCN	Name	Birth Date	ORI	Reason	DNA Date
225273112	267828	JONES, jesse	06/01/1975		Conviction	04/09/1999
229922935		JONES, JESSE DAVID	04/10/1962		Conviction	06/06/1995
231724956		JONES, jesse e	07/17/1949		Conviction	05/23/2002
225297832		JONES, jesse l	07/16/1980		Conviction	09/22/1999
228311706		JONES, jessie j	01/28/1984		Conviction	02/26/2001

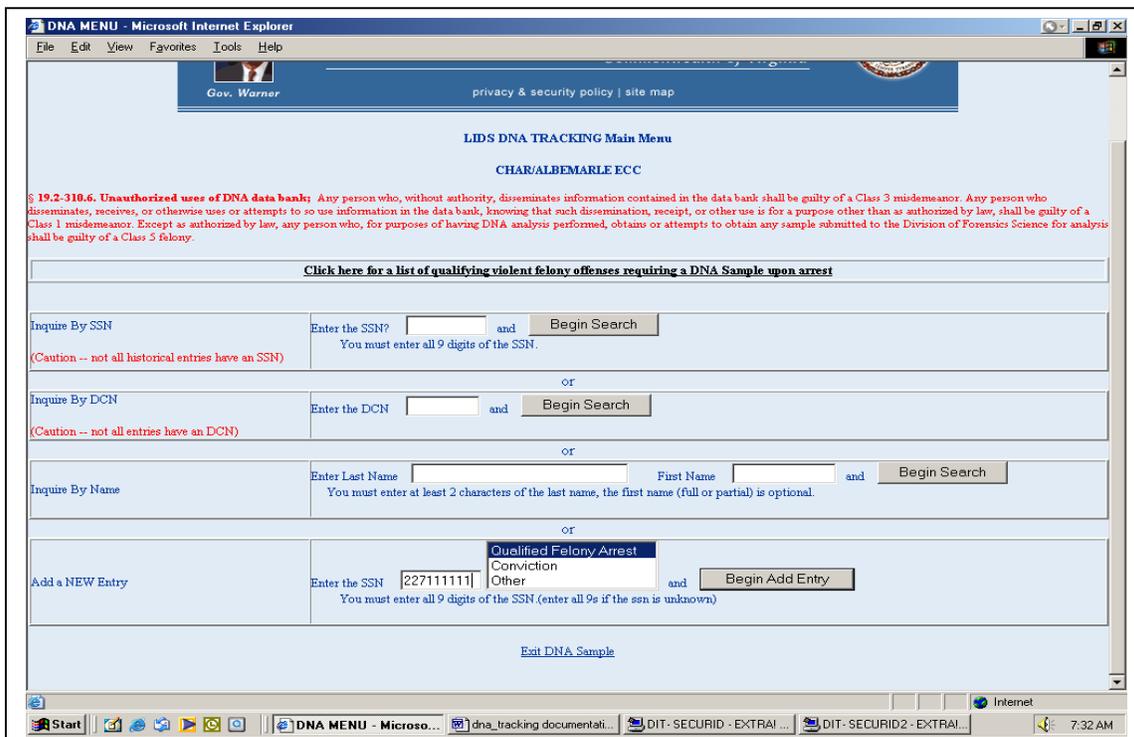
To view more specific details, click on the SSN.



If DNA sampling information exists, you do not need to take another DNA sample. If however, no information exists, a DNA sample must be taken and recorded in this system prior to releasing the offender from custody.

Recording an Entry

To record an entry in the LIDS DNA Tracking system, enter the SSN in the 'Add a New Entry' section of the menu, click on the reason you are taking the sample and then click the 'Begin Add Entry' button.



Enter the Offender's Name (Last and First name are required) and Date of Birth, if known. If the DNA sample is the result of a qualifying arrest, the Document Control Number (DCN) must be entered. Click on the 'Continue' button to verify and record the entry. Click on the 'Return to DNA Menu' button if you do not want to continue.

DNA Add Entry Felony Arrest - Microsoft Internet Explorer

LIDS DNA Tracking
CHAR/ALBEMARLE ECC

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SSN: 227111111

Last Name: Jones First Name: Jesse Middle Name: James Suffix: Jr.

Date of Birth (mm/dd/yyyy): 11/13/1972 DCN: 12347982

Sample Reason: Qualified Felony Arrest

ORI: VA002133N - CHAR/ALBEMARLE ECC

Continue Return to DNA Menu

Clicking on the 'Continue' button will present a confirmation page where the offender's information should be reviewed. The 'No Return to the Main DNA Menu' will exit the entry process, and the entry will not be added. The 'No, I need to make a change' button will allow you to change the information you have entered. The 'Yes it is Correct' button will add the entry to the DNA Tracking database. . Click on the appropriate button after reviewing the offender's information.

DNA Add Display - Microsoft Internet Explorer

LIDS DNA TRACKING
CHAR/ALBEMARLE ECC

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SSN: 227111111

Name: Jones, Jesse James Jr. DCN: 12347982

Date of Birth: 11/13/1972

Sample Reason: Qualified Felony Arrest

ORI: VA002133N - CHAR/ALBEMARLE ECC

IS THIS INFORMATION CORRECT?

NO Return to the Main DNA Menu NO I need to make a change Yes it is correct

Successful Entry Confirmation

If you clicked on the 'Yes it is Correct' button, the offender's information you have entered will be added to the DNA Tracking database and you will receive a confirmation page.

DNA Add Display - Microsoft Internet Explorer

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LIDS DNA TRACKING
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Your entry has been successfully added

SSN: 227111111
Name: Jones, Jesse James Jr.
Date of Birth: 11/13/1972 DCN: 12347982
Sample Reason: Qualified Felony Arrest
ORI: VA002133N - CHAR/ALBEMARLE ECC

Return to the Main DNA Menu

Correcting An Entry

Clicking on the 'No I Need to Make a Change' button will return you to the entry screen. Tab to the incorrect field and overwrite the information contained in the field. Click on the 'Continue' button when all corrections have been made.

DNA Add Entry Felony Arrest - Microsoft Internet Explorer

File Edit View Favorites Tools Help

LIDS DNA Tracking
CHAR/ALBEMARLE ECC

§ 19.2-310.6. Unauthorized uses of DNA data bank: Any person who, without authority, disseminates information contained in the data bank shall be guilty of a Class 3 misdemeanor. Any person who disseminates, receives, or otherwise uses or attempts to so use information in the data bank, knowing that such dissemination, receipt, or other use is for a purpose other than as authorized by law, shall be guilty of a Class 1 misdemeanor. Except as authorized by law, any person who, for purposes of having DNA analysis performed, obtains or attempts to obtain any sample submitted to the Division of Forensics Science for analysis shall be guilty of a Class 5 felony.

SSN: 227222222

Last Name: Offender First Name: Irma Middle Name: Reel Suffix:
Date of Birth (mm/dd/yyyy): 12/14/1957 DCN:
Sample Reason: Conviction
ORI: VA002133N - CHAR/ALBEMARLE ECC

Continue Return to DNA Menu

Done
Start | DNA Add Entry Felon... | dna_tracking documentati... | DIT - SECURID - EXTRA... | DIT - SECURID2 - EXTRA... | Internet | 7:59 AM

Correcting an Entry after it has been recorded

The Virginia State Police will verify arrest and conviction information and routine file clean up to remove erroneous and invalid entries will be performed. Arrest information will be removed if the arrest does not result in a felony conviction, or if there are no additional qualifying arrests pending.

Who to Contact if I have a problem recording an Entry?

Please contact the [Compensation Board](#).

Craig Giegerich	(804)225-3437	cgiegerich@scb.state.va.us
Anne Wilmoth	(804)225-3307	awilmoth@scb.state.va.us

Who to Contact if I have a question regarding about DNA sampling information?

Please contact the Department of Criminal Justice Services, Division of Forensic Science.

Who to Contact if I have a question about VCIN logon and password?

Please contact the Virginia State Police.