



GTL Collect & Send™ Today DNA Test Instructions

In order to collect DNA samples successfully, it is important that you follow the instructions below. Please read the entire instructions sheet before beginning and collect only one applicant's DNA sample at a time.

1. Do not drink tea or coffee, or use tobacco products for 4 hours prior to sampling. **Samples containing tea, coffee or tobacco residues may not process properly**
2. Gather the following items together before starting the sampling process. Do not touch swab tips with your fingers.
 - o 2 sterile cotton-tipped swabs for each participant to be tested (these can be purchased at most chemists or pharmacies). Cotton buds can be used but are not recommended. If you do decide to use cotton buds, cut off one end so only one cotton-tipped end remains
 - o 1 paper envelope per applicant to be tested
 - o 1 envelope measuring 6" x 9" (15 x 23cm) or larger
 - o Warm water for adults and children, room-temperature water in a baby bottle for infants
3. Wash your hands thoroughly and rinse each applicant's mouth three times with **warm water**. Do not use toothpaste or mouthwash. (For infants – wait 2 hours from last feeding and allow them to drink water at room temperature from a bottle)
4. Label the paper envelopes for each test participant with the individual's name, ethnic group and relationship to the rest of the group (eg. Alleged father, mother, child). (See page 3 for an example of how to do this correctly). Use one of the following only for the ethnic group:
 - o Caucasian (white)
 - o Black Caribbean
 - o White Caribbean
 - o African
 - o Asian
 - o Other
5. **DO NOT TOUCH THE TIP OF THE COTTON SWAB.** Collect cheek cells by rolling the tip of the sample collection swab firmly on the inside of the cheek (30 times or for about 1 minute). Be certain to move the swab over the entire inner cheek surface. This action should be firm but not aggressive and should not be uncomfortable
6. Repeat this process for the same individual with the second swab. **You must submit two swabs per person**
7. Allow the swabs to air dry at room temperature for at least 15 minutes. **To avoid contamination, do not allow the tips of the swabs to touch anything.** Place swabs in the envelope labelled with that person's name. Be sure to seal the envelope firmly
8. Repeat steps 3–5 of the sample collection process for each applicant
9. **IMPORTANT:** When you are finished, you should have 1 sealed envelope per person, each containing 2 swabs
10. Complete the registration form in the next section and post the sample collection envelopes, completed registration form and payment to GTL. We recommend that they are returned to us by Recorded or Special Delivery to:

**Genetic Testing Laboratories Ltd
Processing Centre
Phoenix House
32 West Street
Brighton
East Sussex
BN1 2RT**



If you are unable to take a DNA sample using swabs, please contact us for a list of alternative DNA sources including hair, nail clippings, bloodstains and cigarette ends. You can also visit www.gtldna.co.uk/otherdnasources.html

As soon as we receive the DNA samples at our offices, they will be dispatched to our laboratory for testing. Your results will be available 5 working days after the samples are received by our laboratory. We appreciate the confidentiality with which these results must be provided to you and therefore can either post them upon receipt (sealed for the applicant's attention only) or e-mail them for the applicant's attention. Please indicate your preference on the Registration Form.

We offer a Rush Processing service, at extra cost, for clients who require a more immediate answer. Please contact one of our customer service advisors for more information. It is important that we are notified as soon as possible if you require Rush Processing as our laboratory must be made aware of this prior to receipt of the samples.

It is sincerely hoped that we are able to provide the answer you seek from these tests, however we would also urge you to consider the repercussions of an unfavourable response. We have formed alliances with a number of professional bodies who are able to provide independent advice and counselling; you will find details on our website, www.gtldna.co.uk

Finally, should you have any questions, queries or issues with regard to the service our company provides, please do not hesitate to contact us on 0333 300 3130, or e-mail us at info@gtldna.co.uk.

Terms and Conditions

1. 'GTL' shall be taken to mean 'GENETIC TESTING LABORATORIES LIMITED'

2. All information appearing on the pages of the GTL website and supporting documentation is for information only. Persons entering the site have expressly accepted these terms and conditions. GTL have taken great care to ensure that the information contained within their website and other corporate documentation is accurate and complete, however no liability whatsoever is accepted by GTL should inaccuracies or incomplete information subsequently be found. Prices are subject to change without notice.

3. 'Sample', 'DNA sample' or 'Paternity sample' shall mean mouth swab or any other biological sample accepted by GTL for DNA analysis. 'DNA paternity testing' and 'DNA paternity analysis' shall refer to any type of relationship analysis and shall be carried out using whatever genetic test (or tests) deemed necessary by GTL.

4. All sales are final. If DNA test services are cancelled before shipping and/or handling a £19 refund processing fee will be deducted.

5. GTL will only conduct the requested DNA analysis on receipt of a completed GTL registration and order form accompanied by the correct fee for the service requested. In addition the samples received must be in the sealed sample envelopes countersigned by the applicant indicating that they have personally collected the samples and that these have not been contaminated. GTL reserves the right to withhold test results until cleared payment has been received.

6. In the event that GTL initiates legal action or appoints an agent to recover unpaid testing fees we reserve the right to add reasonable collection expenses and legal costs to the outstanding debt. Stopped payments will incur a £25 administration fee when represented.

7. The test report is provided solely for the information of the applicant and is not deemed admissible as evidence in a court of law. If it is intended that the tests are to be used in any court proceedings you should obtain independent legal advice before seeking a DNA test and ensure that GTL are informed prior to commissioning the test.

8. The applicant confirms that they are legally entitled to possession of the samples supplied to GTL. The applicant accepts to cover GTL for any loss or damage that we may suffer as a result of the samples not having been obtained legally. Applicants should, if in any doubt, seek independent legal advice about their entitlement to obtain samples before doing so.

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9. Submission of a sample with a completed registration form constitutes an order and authorises GTL to commence the testing process and incur the associated fee. If after submission of same an order is cancelled the fee is non refundable.

10. GTL cannot accept responsibility for errors or omission by the sampler or their agent, nor for sample delayed or mislaid by third party postal services.

11. In the event that the samples provided are inadequate (by either / or quality or quantity) for the purpose of conducting a DNA analysis, GTL reserve the right to request further samples.

12. Any samples submitted for testing on swabs other than that supplied by GTL, samples damaged or potentially compromised in transit, or samples supplied without a properly completed and verified registrar form may be destroyed by GTL without reservation.

13. GTL will take all reasonable steps to ensure that reports are provided within the advertised time frame but cannot accept any responsibility for delay caused by a third party or parties.

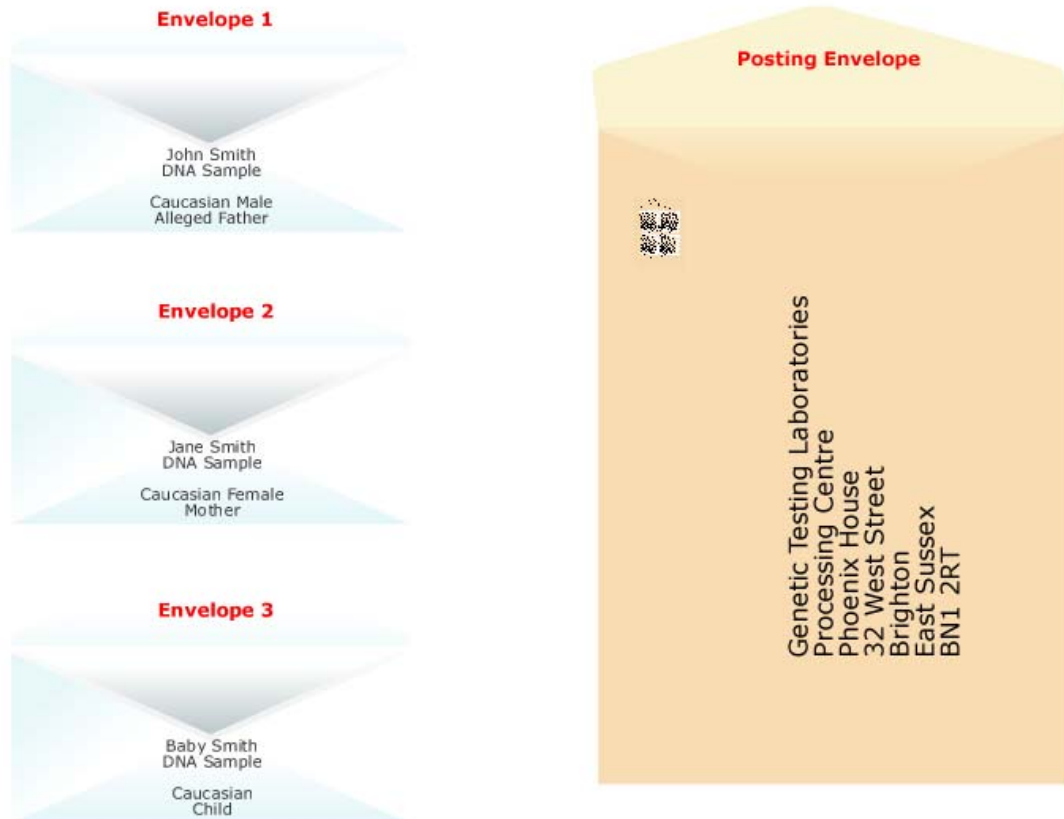
14. GTL will supply the report results only to the customer who has supplied the sample and completed the registration form (or the legal representatives of). Reports are only available in writing (by e-mail or letter).

15. All samples may be destroyed after the test result have been supplied to the registered customer.

16. Any alleged claim for damages as a result of omission or malpractice shall be limited to £1000.00 in respect of each test application. Any such claim will not be accepted unless it is made in writing within six months of the test date.

17. This document and the services supplied by GTL are subject to English Law and the jurisdiction of the English courts. GTL undertake to deal with any complaint quickly and fairly.

Envelope Preparation Example



Small envelopes are recommended for individual samples, with a larger envelope for the complete kit including completed forms and payment to be returned to GTL.

When all samples have been taken, place the small envelopes within the larger envelope for posting and send back to us using Recorded or Special Delivery at:

**Genetic Testing Laboratories
Processing Centre
Phoenix House
32 West Street
Brighton
East Sussex
BN1 2RT**



Collect & Send™ Today – Registration Form

This form must be completed and returned to us at:
GTL Processing Centre, Phoenix House
32 West Street, Brighton, East Sussex, BN1 2RT

Please complete this form fully using black ink and in CAPITALS

Name

Address

Town

County

Country

Postcode

Telephone

Email

Security Question – Where were you born?

Please choose a password for your account
This will be required for security reasons if we need to speak to you

How would you like to receive your test results?

Phone £5 Email £10 Post* £15 All £25

***Postage and Handling Fee**

1st Class Recorded Special Airmail Airsure®
FREE £5 £10 £10 £15

Rush Processing Options (from receipt of samples at our laboratory)

24 Hours £350 2 days £180 3 days £130 4 days £80

Please tick chosen test(s) and complete TOTAL VALUE OF TEST(S) REQUIRED

DNA Paternity Test Price: **£119**
Testing: Alleged father and child
Establishes the probability that a male is the true biological father of a child

Additional Applicant(s) Price: **£79**
Testing: Second child

DNA Maternity Test Price: **£119**
Testing: Child and alleged mother samples
Establishes the probability that a female is the true biological mother of a child

Additional Applicant(s) Price: **£79**
Testing: Second child

Sibling DNA Test Price: **£199**
Testing: Two alleged siblings
Calculates the probability of whether the tested applicants have one parent in common, two parents in common or are unrelated

Additional Applicant(s) Price: **£99**
Testing: Known parent or additional sibling

Twin Zygoty DNA Test Price: **£199**
Testing: Two alleged twins
Establishes whether siblings are identical twins, fraternal twins or siblings

Additional Applicant(s) Price: **£99**
Testing: Known parent

Grandparent, Aunt or Uncle DNA Test Price: **£199**
Testing: Child and alleged grandparent, aunt/uncle
Determines the statistical probability that a person is the grandparent of a child or identifies the relationship between a child and possible Aunt and/or Uncle

Additional Applicant(s) Price: **£79**
Testing: Second child

Missing Parent DNA Testing Price: **£249**
Testing: Child and both alleged maternal or paternal grandparents
Can be used when a child's parent is missing or deceased by testing DNA from the paternal or maternal grandparents (parents of the missing alleged father or mother)

Additional Applicant(s) Price: **£99**
Testing: Known parent

TOTAL VALUE OF TEST(S) REQUIRED

£

How to Pay

1) By credit or debit card - select card type:

- Visa Visa Debit/Delta Visa Electron
 Solo Mastercard Switch/Maestro

Card number (Switch)

CVC number (last 3 digits on signature strip) Issue number (Switch only)

Issue Date MM / YY Expiry Date MM / YY

Name on card

Cardholder's address (if different from above)

Postcode

Signature

2) By sending us a cheque, bank draft or postal order

(payable to Genetic Testing Laboratories Ltd.)

Note: due to the number of bounced cheques, results will be withheld until cheques have cleared. Please contact us to discuss alternative payment methods

Consent is required from each person being tested before a sample can be taken. In the case of minors, individuals suffering from a mental disorder or those who are not in a position to give their own consent, a legal guardian or a person having parental responsibility for the individual must consent. Under the Human Tissue Act it is a criminal offence to take a sample from someone to test their DNA without their consent, except for medical purposes and lawful investigative purposes, for example a criminal investigation.

PLEASE NOTE: These are not Court Admissible tests. Please contact us if you require any test for legal or immigration purposes.



Sample Collection Form

This form must be completed and returned to us at:
GTL Processing Centre, Phoenix House, 32 West Street, Brighton, East Sussex, BN1 2RT

Please complete this form fully using black ink and CAPITALS

Case Ref:

Mother

Full Name

Address

Postcode

Telephone

Date of Sample Collection

Date of Birth

Ethnic Group
*(Caucasian (White)/Black Caribbean/
White Caribbean/African/Asian/Other)*

*I have read and accept the Terms and Conditions and give my consent for
Genetic Testing Laboratories Limited to carry out DNA analysis on the sample*

Signature

Alleged Father

Full Name

Address

Postcode

Telephone

Date of Sample Collection

Date of Birth

Ethnic Group
*(Caucasian (White)/Black Caribbean/
White Caribbean/African/Asian/Other)*

*I have read and accept the Terms and Conditions and give my consent for
Genetic Testing Laboratories Limited to carry out DNA analysis on the sample*

Signature

Child 1

Full Name

Address

Postcode

Telephone

Date of Sample Collection

Date of Birth

Ethnic Group
*(Caucasian (White)/Black Caribbean/
White Caribbean/African/Asian/Other)*

Gender Male Female

*I have read and accept the Terms and Conditions and give my consent for Genetic Testing Laboratories Limited to carry out DNA analysis on the sample.
(Parent or legal guardian must sign and enter name on behalf of the child, if child is not qualified to consent)*

Signature

Consent is required from each person being tested before a sample can be taken. In the case of minors, individuals suffering from a mental disorder or those who are not in a position to give their own consent, a legal guardian or a person having parental responsibility for the individual must consent. Under the Human Tissue Act it is a criminal offence to take a sample from someone to test their DNA without their consent, except for medical purposes and lawful investigative purposes, for example a criminal investigation.

PLEASE NOTE: These are not Court Admissible tests. If you require a test for legal or immigration purposes please contact us before using your kit to make the appropriate arrangements.



Sample Collection Form

*This form must be completed and returned to us at:
GTL Processing Centre, Phoenix House, 32 West Street, Brighton, East Sussex, BN1 2RT*

Please complete this form fully using black ink and CAPITALS

Child 2

Full Name	<input type="text"/>	Date of Sample Collection	<input type="text" value="DD/ MM / YYYY"/>
Address	<input type="text"/>	Date of Birth	<input type="text" value="DD / MM / YYYY"/>
Postcode	<input type="text"/>	Ethnic Group	<input type="text"/> <small>(Caucasian (White)/Black Caribbean/ White Caribbean/African/Asian/Other)</small>
Telephone	<input type="text"/>	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>

*I have read and accept the Terms and Conditions and give my consent for Genetic Testing Laboratories Limited to carry out DNA analysis on the sample.
(Parent or legal guardian must sign and enter name on behalf of the child, if child is not qualified to consent)*

Signature

Other 1

Full Name	<input type="text"/>	Date of Sample Collection	<input type="text" value="DD/ MM / YYYY"/>
Address	<input type="text"/>	Date of Birth	<input type="text" value="DD / MM / YYYY"/>
Postcode	<input type="text"/>	Ethnic Group	<input type="text"/> <small>(Caucasian (White)/Black Caribbean/ White Caribbean/African/Asian/Other)</small>
Telephone	<input type="text"/>	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>

*I have read and accept the Terms and Conditions and give my consent for Genetic Testing Laboratories Limited to carry out DNA analysis on the sample.
(Parent or legal guardian must sign and enter name on behalf of the child, if child is not qualified to consent)*

Signature

Other 2

Full Name	<input type="text"/>	Date of Sample Collection	<input type="text" value="DD/ MM / YYYY"/>
Address	<input type="text"/>	Date of Birth	<input type="text" value="DD / MM / YYYY"/>
Postcode	<input type="text"/>	Ethnic Group	<input type="text"/> <small>(Caucasian (White)/Black Caribbean/ White Caribbean/African/Asian/Other)</small>
Telephone	<input type="text"/>	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>

*I have read and accept the Terms and Conditions and give my consent for Genetic Testing Laboratories Limited to carry out DNA analysis on the sample.
(Parent or legal guardian must sign and enter name on behalf of the child, if child is not qualified to consent)*

Signature

Consent is required from each person being tested before a sample can be taken. In the case of minors, individuals suffering from a mental disorder or those who are not in a position to give their own consent, a legal guardian or a person having parental responsibility for the individual must consent. Under the Human Tissue Act it is a criminal offence to take a sample from someone to test their DNA without their consent, except for medical purposes and lawful investigative purposes, for example a criminal investigation.