

TEXAS STATE[®]

FORENSIC ANTHROPOLOGY CENTER

TRANSFER OF EVIDENCE/CHAIN OF CUSTODY FORM

QUANTITY	DESCRIPTION

Transferred from: _____ (Print Agency)

Agency Representative: _____ (Print Name)

Agency Representative Signature: _____

Date of Transfer: _____

Transferred to: _____ (Print Agency)

Agency Representative: _____ (Print Name)

Agency Representative Signature: _____

Date Received: _____

ADDITIONAL NOTES/INSTRUCTIONS: _____

Justice of the Peace Authorization for Release of Unidentified Human Remains

I, Justice of the Peace, _____, representing _____
print name
County, Texas, Precinct # _____ authorize the transfer of unidentified human remains
representing agency case number _____ to the Forensic Anthropology
Center at Texas State (FACTS) for forensic anthropological analysis and identification efforts.

By checking this box, I (the Justice of the Peace) request that FACTS curate the above-mentioned case pending identification.

Justice of the Peace: _____ Date: _____
signature

Remains released to: _____ Date: _____
print name

signature

FACTS Case No.: _____

Additional Notes:

E-mail completed form to mks@txstate.edu or fax (512) 245-8076

NATIONAL MISSING PERSONS PROGRAM
 University of North Texas Center for Human Identification, 3500 Camp Bowie, Fort Worth, TX 76107
 1-800-763-3147, www.untchi.org

Unidentified Human Remains Submission Form

Instructions: Complete each section as applicable (shaded areas will be completed by UNTCHI).
Note: Sections 1, 2, 4, 5 and 6 are required for submission. Omission of required information will cause a delay in processing.

UNTCHI Case No. _____

1. SERVICES REQUESTED

Forensic Anthropological Analysis
Note: If submitting remains for Forensic Anthropological analysis, please submit all of the skeletal elements that were recovered. Include with this submission form any investigative reports, scene descriptions, scene photographs, and maps. If you have questions regarding the submission of remains for anthropological analysis, call the Laboratory of Forensic Anthropology directly at (800) 279-1339.

DNA Analysis (nuclear, mtDNA and/or Y-STRs) and CODIS entry (if applicable)
Note: Type of DNA Analysis will be case dependent and determined by a qualified analyst

2. SUBMITTING AGENCY

Agency: _____ Agency Case No: _____
 Address: _____ NCIC No: _____
 _____ NamUs UP No: _____

 Contact Name: _____ Phone No: _____
 Contact Email: _____ Fax No: _____
 Agency's Shipping Company and Account No: _____
Required for return shipment of remains

3. INVESTIGATING AGENCY Complete this section if the investigating agency is different from above

Agency: _____ Agency Case No: _____
 Address: _____

 Contact Name: _____ Phone No: _____
 Contact Email: _____ Fax No: _____

4. EVIDENCE SUBMITTED Attach additional paperwork if needed

UNTCHI SAMPLE NO.	ITEM NO.	QUANTITY	DESCRIPTION

Additional paperwork attached

5. CHAIN OF CUSTODY

Released by: _____
Signature Printed Name Date & Time Released

Shipped by: _____
Shipping Company Tracking Number

Received by: _____
(For UNTCHI Use Only) Signature Printed Name Date & Time Received

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6. UNIDENTIFIED HUMAN REMAINS RELATED INFORMATION

Date Remains Found: _____

Location Remains Found (include City/County and State): _____

Are dental records available for the remains? Yes No

Was the whole body or complete skeleton found? Yes No

If Known: Age: _____ Sex: Female Male Race: _____ Height: _____

UNT Center for Human Identification REQUIRES that a descriptive forensic report(s) be included with the submission of remains (unless forensic anthropological analysis has been requested). Acceptable reports include: Medical Examiner, Coroner, Forensic Anthropologist, or Forensic Pathologist reports. The submission of investigative reports is encouraged. Please indicate the reports included with this submission:

- Medical Examiner or Forensic Pathologist Investigator (Sheriff, Police Department, etc.)
 Forensic Anthropologist Forensic Odontologist

Note: The information contained in these reports is often critical in the CODIS identification process. These reports are treated as confidential documents related to the case.

7. ASSOCIATED CASE INFORMATION Complete this section if there is information regarding the potential identity of the unidentified remains

Name of Missing Person: _____
Last First Middle

Investigating Agency: _____ Agency Case No: _____
(for the missing person's case)

NamUs MP No: _____ NCIC No: _____

Have reference samples for the missing person been previously submitted to CODIS? Yes No

If yes, were reference samples submitted to UNTCHI? Yes, UNTCHI Case No: _____
 No

Are reference samples being submitted at the same time as this unidentified remains sample? Yes No

NOTE: Family reference samples should be packaged separately and submitted with the appropriate submission form.

8. ADDITIONAL INFORMATION Include any important details related to this case which may assist UNTCHI

9. SHIPPING AND CONTACT INFORMATION

Submit this form with the sample. Evidence items must be shipped using a carrier which can track the shipment (FedEx, UPS, DHL, etc). Overnight shipping is recommended and biodegradable samples must be packaged appropriately. For shipping questions or assistance with this form, contact Evidence Control at (800) 763-3147 or missingpersons@unthsc.edu.

Shipping Address: University of North Texas Center for Human Identification
Dept. of Forensic and Investigative Genetics, CBH 6th Floor
3500 Camp Bowie Blvd.
Fort Worth, TX 76107

UNTCHI Case No.

Justice of the Peace Training - March 2023 Resource List

National Missing and Unidentified Persons System (NamUs)

NamUs is an online platform accessible to everyone but geared toward families of missing persons, law enforcement, medical examiners/coroners, and victim advocates to assist in solving missing and unidentified persons cases in the United States. It is composed of three different databases that automatically compare data to improve identifications: the Missing Persons (MP) database, Unidentified Persons (UP) database, and the Unclaimed Persons database. It is critical that all unidentified and missing person cases are entered into this database to maximize identification efforts. Beginning in 2021, entering all missing and unidentified persons cases into NamUs is now required by Texas state law.

To learn more about NamUs, including organizing a training workshop and registering as a user, please contact Mr. Michael Nance (mnance@rti.org).

To learn more about the importance of NamUs, please visit:

<https://www.kxan.com/investigations/finding-missing-texans-the-push-to-expand-use-of-a-key-online-tool/>

Postmortem Fingerprinting Series

Developed by the FBI, the goal of this series is to outline the essential equipment and techniques to properly and consistently obtain high quality postmortem friction ridge prints from decedents. After watching the series, viewers should feel empowered, educated and confident that even in the toughest of cases most decedents can still be printed as long as the hands still possess the necessary layers of skin for printing.

To learn more, please see the following link (<https://fbibiospecs.fbi.gov/video-repository>) or contact Mr. Bryan Johnson (Btjohnson2@fbi.gov).

University of North Texas Center for Human Identification (UNTCHI)

The UNTCHI is an accredited forensic lab that receives state and federal funding to support various initiatives which serve the State of Texas. In addition to training on forensic genetics, UNTCHI manages CODIS operations at the local, state and national levels, manages the Texas Missing Persons DNA Database, performs forensic genetic and anthropological examinations for criminal casework and missing persons identification for free.

The **UNTCHI Missing Persons Unit** began in 2002 and provides DNA testing of biological evidence related to the identification of missing and unknown persons. In addition to fulfilling investigative requirements for unidentified persons cases, all genetic samples that meet federal standards will be compared to missing and unknown persons cases across the United States because UNTCHI serves as the CODIS administrator for Texas.

To learn more about the UNTCHI, including sample preference and submission forms, please visit: <https://www.unthsc.edu/center-for-human-identification/>

Operation Identification (OpID)

Operation Identification (OpID) is a humanitarian service learning project within the Forensic Anthropology Center at Texas State University (FACTS). Founded in 2013, OpID aims to identify and repatriate unidentified human remains found along or in close proximity to the South Texas border through community outreach, scientific analysis, advocacy, and collaboration with governmental and non-governmental organizations. OpID facilitates exhumation, processing, analysis, storage, and identification efforts of unidentified migrant decedents, working closely with the South Texas Human Rights Center as a part of the Forensic Border Coalition.

To learn more please visit: <https://opid.wp.txstate.edu/> or contact Dr. Kate Spradley (mks@txstate.edu)

US Border Patrol Missing Migrant Program (MMP)

In 2017, USBP began implementing new procedures, partnerships, and databases as part of the Missing Migrant Program (MMP) to assist in locating and identifying migrants who are reported lost or missing. USBP has established MMP in all nine USBP Southwest Border sectors through partnerships with federal, state, and local agencies, along with nongovernmental organizations and consular offices. In addition to search and rescue and implementing a 911 placard program, MMP assists with the identification of deceased migrants through name searches and fingerprint comparisons.

To contact an agent in your sector, please refer to the provided Contacts List