

Annual County DNA Identification Fund Report Instructions

Form Completion Instructions:

1. In the header of the document, enter the year the report is covering.
2. Enter the county name and county code number.
3. In the section titled "Revenue Collected/Allocated," indicate the total revenues collected into the County DNA Identification Fund for that reporting calendar year. Then indicate the breakdown of funds forwarded to the State DNA Identification Fund and what portion was kept at the County Level. Monies collected by the County pursuant to Government Code Section 76104.6, from 2008 onward, must be divided as follows: 25% to the State DNA Fund and 75% to the County DNA Fund.
4. In the section titled "Revenue Expended," show the breakdown of the county expenditures from its portion of the DNA funds. Expenditures must be broken down into the following categories: administrative costs; collection of samples; processing/analysis/tracking/storage of DNA crime scene samples; equipment; software, and other. The final field should indicate the total revenue expended from the County's DNA Fund during the reported year.
5. The person preparing this report needs to complete all information in the "Preparer's Contact Information" section.
6. Three copies of the completed report must be prepared, signed and distributed to the locations below **on or before April 1st (the report must be emailed or postmarked on or before April 1 of each year.)** Electronic submissions are preferred. It is recommended that your agency retain a copy for your records.

California Department of Justice
4949 Broadway, Room F-126
Sacramento, CA 95820
Attention: BFS Outreach Program
DNAOutreachProgram@doj.ca.gov

California State Assembly
Office of the Chief Clerk
State Capital, Room 3196
Sacramento, CA 95814
Attention: Sue Parker
Agency.Reports@asm.ca.gov

California State Senate
Office of the Secretary of the Senate
State Capital, Room 307
Sacramento, CA 95814
Attention: Erika Contreras
Senate.AgencyReports@sen.ca.gov

Questions regarding the ***Annual DNA Identification Fund Report*** can be directed to the BFS Outreach Program via email: Dnaoutreachprogram@doj.ca.gov