

GTL: The Genetic Testing Laboratory

www.gtl dna.com Collect & Send Today DNA Test Instructions

Important: Please read entire instruction sheet before beginning. Only collect one person's sample at a time.

Note: In order to collect a proper sample it is important that person has a clean mouth. Adults and children: Rinse mouth three times with warm water. Infants: Allow infant to drink room temperature water from a bottle before sampling. Do not use mouthwash or toothpaste. Samples must be received by GTL no more than 5 days from sampling.

PREPARE TO SAMPLE

Gather the following items prior to sampling. Do not touch swab tips with your fingers.

- 2 sterile cotton-tipped swabs for each test participant (can be purchased at most pharmacies or drug stores). Q-Tips™ can be substituted, but is not the recommended method. If you use Q-Tips™, cut off one end so only one cotton-tipped end remains.
- 1 paper mail envelope per person tested.
- 1 mailing envelope, 6 X 9 inches or larger
- Warm water for adults and children, room-temperature water in a baby bottle for infants.

OBTAIN SAMPLES


Step-By-Step

Note: You do not have to use the test participants' real names for this type of test.


1. Rinse mouth three times with water (infants drink water).
2. Label the paper envelopes for each test participant with individual's name, race and relationship with group. Use one of the following only for race:
 - A. Caucasian American
 - B. Hispanic American
 - C. African American
 - D. Asian American
 - E. Other-American

Envelope Preparation Examples:


Envelope 1




Envelope 2



Envelope 3



Mailing Envelope



Small envelopes for individual samples are recommended, with a larger envelope for the complete kit package including sample envelopes, completed forms and payment.

When samples are complete, you will place the small envelopes into a larger envelope for mailing.

You are now ready to begin the actual sample collection.

3. **DO NOT TOUCH THE TIP OF THE COTTON SWAB.** Collect sample by rolling the cotton swab firmly on the inside of each cheek 30 times (about 1 minute). Be certain to sample from the entire inner cheek surfaces.
4. Allow the swab to dry for 10 minutes. Place swab in the envelope labeled with the person's name.
5. Repeat steps 3 and 4 with the second swab.
6. Seal the envelope – the first person is finished! Sample the next person and so on, (Start from Step 3 for each additional person).

7. **IMPORTANT:** When you are finished, you should have 1 sealed envelope per person, each containing 2 swabs.
8. Complete the Test Request Form in the next section and forward Sample Envelopes, Completed Test Request Form and Payment to GTL.

send samples & payment to:**TO SEND SAMPLES BY US MAIL**

**Genetic Testing Laboratory
Genesis Center - A
MSC3ARP, Box 30001
3655 Research Drive
Las Cruces, NM 88003 USA**

**TO SEND SAMPLES BY FEDEX
OR OTHER EXPRESS COURIER
DO NOT USE FOR US MAIL!**

Recipient: **John Arroyos**
Company: **GTL Genesis Center A**
Address: **3655 Research Drive**
City: **Las Cruces**
State: **NM** Zip: **88003**
Phone Number: **(575) 646-3465**

collect & send today test pricing

Paternity, 3-person test (Mother optional, add \$15)	\$95
Maternity, 3-person test (Father optional, add \$15)	\$95
Siblingship, Full or Half 2-person test	\$150
Missing Parent, 3-person test (Parent optional, no charge)	\$260
Twin Zygoty Fraternal or Identical, 2-person test	\$150
Grandparent, aunt or uncle 2-person test	\$150
Additional Family Members	\$80

**GTL: The Genetic Testing Laboratory www.gtldna.com
Collect & Send Today DNA Test Order Form**

step 1: acknowledgement

I submit these samples willingly and understand that the expert will perform this test in accordance with the Association of American Blood Banks Parentage Testing Standard in a confidential and professional manner. I agree that once the sample has been taken that it becomes the property of GTL and I will no longer have access to the said sample unless otherwise dictated by a court of law.

The individuals involved in this testing [have not] [have] undergone a blood transfusion or stem/bone marrow cell transplant in the last three months. If so,

Explain: _____

Date of Swab Sampling: ____/ ____ / ____ (mm/dd/yy)

Samples Submitted
By:

Printed Name

Signature*

____/____/_____
Signed on (mm/dd/yy)

Address: _____ Home Phone: _____ - _____ - _____

_____ Work Phone: _____ - _____ - _____

_____ Other Phone: _____ - _____ - _____

* Your signature constitutes agreement to General Terms and Conditions that may be viewed at <http://www.gtldna.com/TermsConditions.pdf>.

step 2: witness identification

According to AABB Standards, sample collection must be witnessed by a neutral third party with no interest in the test outcome. Failure to do so will mean that the identities of the persons tested cannot be verified, and will not be included on the final report.

Sampling Witnessed

By:

Printed Name

Signature

_____/_____/_____

Signed on (mm/dd/yy)

Relation to
Participants:

Contact Information:

Street Address

City State Zip Code

Phone Number

(_____) _____ - _____

Other Contact Info:

Your Comments:

step 3: select a DNA test

- | | |
|--|--|
| <input type="checkbox"/> Paternity \$95 | <input type="checkbox"/> Missing Parent (include known parent) \$260 |
| <input type="checkbox"/> Add Mother \$15 | |
| | <input type="checkbox"/> Twin Zygoty \$150 |
| <input type="checkbox"/> Maternity \$95 | <input type="checkbox"/> Grandparent, aunt or uncle \$150 |
| <input type="checkbox"/> Add Father \$15 | |
| <input type="checkbox"/> Siblingship \$150 | <input type="checkbox"/> Additional Family Members \$80/each |

step 4: results release options

Please choose how you would like to receive your results. Failing to select a delivery option may result in your results not being released. **NOTE:** Although results will be ready within 5 working days, shipment of the report by FedEx or US mail (if chosen) is scheduled 1 or 2 days thereafter to allow for final report processing.

US Mail of test report: Free Street Address or PO BOX: _____
 (For orders from outside the continental United States, the charge is \$30.) _____

Email delivery of test report: \$5 for each email address listed. 2 addresses = \$10, 3 = \$15

Email Address: _____
 Email Address: _____
 Email Address: _____

Notification of results by telephone: \$10 for each number listed. 2 numbers = \$20, 3 = \$30

(For orders from outside the continental United States, the charge is \$20.)

Contact Name: _____
 Telephone Number: _____
 Contact Name: _____
 Telephone Number: _____
 Contact Name: _____
 Telephone Number: _____

More optional services are continued on the next page

Priority US Mail of report: \$10

Street Address or PO BOX:

(For orders from outside the contiguous 48 United States, the charge is \$40.)

Overnight FedEx* of report: \$15

Street Address*: _____

(For orders from outside the contiguous 48 United States, the charge is \$50.)

Telephone Number*: _____

Rush: Notification of results by telephone and/or email within:

4 working days from sample receipt: \$50

3 working days from sample receipt: \$75

2 working days from sample receipt: \$125

1 working days from sample receipt: \$175

Email Address: _____

Telephone Number: _____

(For orders from outside the contiguous 48 United States, add \$15 to the charges above.)

*Note: Must be a street address. FedEx will NOT deliver to a PO Box. Telephone Number required for FedEx delivery.

step 5: calculate your order total

Please total your amount below.

Example:

1 Paternity Test (includes Father, Child and Mother optional): \$95

Add mother: \$15

Add a second child: \$80

Add Email delivery of test report: \$5

Add Email delivery of test report to second Email address: \$5

Add FedEx Delivery of report: \$15

Total = \$225

Your Order Total: \$ _____

