

# 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 copy sent to the California Department of Justice may be signed electronically and submitted via email.

California Department of Justice  
Jan Bashinski DNA Laboratory  
1001 West Cutting Blvd.  
Richmond, CA 94804-2028  
PC296.PC296@doj.ca.gov  
Attention: Clardy Gooch

California State Assembly  
Office of the Chief Clerk State  
Capital State Capital  
Room 3196  
Sacramento, CA 95814  
Attention: Sue Parker

California State Senate  
Office of the Secretary of the Senate  
State Capital  
Room 3044  
Sacramento, CA 95814  
Attention: Erika Contreras

Questions regarding the ***Annual DNA Identification Fund Report*** can be directed to California Department of Justice Jan Bashinski DNA Laboratory via email: [PC296.PC296@doj.ca.gov](mailto:PC296.PC296@doj.ca.gov) or telephone (510) 620-3300.