

**Using This Form**

1. Copies
  - a. Original – to court.
  - b. First copy – to Agency/Facility withdrawing blood samples or preparing information for preparation of reports to CCRE (Central Criminal Records Exchange)– then to court.
  - c. Second copy – to defendant.
2. Prepared by clerk.
3. Attachments
  - a. Charging document (warrant, petition, indictment, etc.).
  - b. Addendum, if necessary. See Data Element 14.
4. Preparation details
  - a. Data Element 4 – if the defendant is arrested for, charged with or convicted of violating a local ordinance, this data element should be completed instead of Data Element 3.
  - b. Data Elements 15 and 17 – if the defendant is released from custody and ordered to report to an agency for taking of a sample of blood, saliva or tissue and/or preparation of CCRE report is ordered (Data Elements 18-21), complete Data Elements 6-9. If the defendant is remanded into custody and withdrawal of blood and/or preparation of CCRE report is ordered (Data Elements 18-21), complete Data Element 22.
  - c. Data Elements 25, 26, and 27 – these are completed by a representative of the agency/facility ordered to perform the blood withdrawals or prepare CCRE report (including fingerprinting).

**Data Elements**

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| <p>1. Court name. Check applicable type of court.</p> <p>2. Court case number(s).</p> <p>3. Check if this criminal case is brought in the name of the Commonwealth.</p> <p>4. Check and enter the name of the entity bringing the case if other than the Commonwealth. See USING THIS FORM 4(a).</p> <p>5. Defendant's full name.</p> <p>6. If ordered to report, enter defendant's date of birth. See USING THIS FORM 4(b).</p> <p>7. If ordered to report, enter defendant's social security number. See USING THIS FORM 4(b).</p> <p>8. If ordered to report, enter defendant's race. See USING THIS FORM 4(b).</p> <p>9. If ordered to report, enter defendant's gender. See USING THIS FORM 4(b).</p> <p>10. Enter short description of charge forming the basis for entry of this order.</p> <p>11. Enter statutory citation for charge listed in Data Element 10.</p> <p>12. Enter date of offense listed in Data Element 10.</p> <p>13. Enter offense tracking number.</p> | <p>14. Check if an addendum is attached.</p> <p>15. If the defendant is ordered to report to a specific agency/facility, check box and enter the agency/facility name with the date and time (AM or PM) the defendant is to report. See USING THIS FORM 4(b).</p> <p>16. If ordered to report, check box if defendant is ordered to present Virginia driver's license to agency/facility as proof of identity or is ordered to present another form of identification in addition to or instead of a Virginia driver's license. See USING THIS FORM 4(b).</p> <p>17. If the defendant is remanded into custody, check box and enter the name of the person or agency to whom the defendant is remanded. See USING THIS FORM 4(b).</p> <p>18. Check this box if the purpose of the defendant reporting to the agency/facility is for the taking a of sample of blood, saliva or tissue for DNA analysis pursuant to §§ 19.2-310.2 and 19.2-310.3.</p> <p>19. Check this box if the purpose of the defendant reporting to the agency/facility is for sexually transmitted infections testing upon request of the Commonwealth pursuant to § 18.2-61.1.</p> <p>20. Check this box if the purpose of the defendant reporting to the agency/facility is for sexually transmitted infections testing upon request of the defendant pursuant to</p> |
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§ 18.2-346.1.

21. If CCRE reporting process is required, check this box.
22. If the defendant is remanded into custody, check the appropriate box to show disposition of the defendant after compliance with this order and, if applicable, enter the date on which the defendant is required to return to custody for deferred execution of sentence.
23. Date order entered.
24. Judge's signature.
25. Agency/facility to check appropriate box regarding defendant's compliance or lack of compliance with this order. See USING THIS FORM 4(c).
26. Date agency/facility completed the status of the order. See USING THIS FORM 4(c).
27. Signature and title of agency/facility representative completing the order. See USING THIS FORM 4(c).
28. Defendant's signature acknowledging receipt of the order.

1 [ ] Circuit Court [ ] General District Court Case No(s) 2  
[ ] Juvenile and Domestic Relations District Court

3 [ ] Commonwealth of Virginia }  
4 [ ] \_\_\_\_\_ In re/v. 5  
(FULL NAME)

Complete line below only if ordered to report and not remanded into custody.  
6 D.O.B. 7 SOCIAL SECURITY NUMBER 8 RACE 9 M..... F.....  
GENDER  
10 CHARGE 11 CODE SECTION 12 OFFENSE DATE  
Charging document is attached 13 OFFENSE TRACKING NUMBER 14 [ ] Addendum attached

**ORDER FOR DNA OR SEXUALLY TRANSMITTED INFECTIONS TESTING AND/OR FOR PREPARATION OF REPORTS TO CENTRAL CRIMINAL RECORDS EXCHANGE**

The defendant is

15 [ ] ordered to report to 15 AGENCY/FACILITY  
on 15 with the following proof of identity: [ ] Virginia driver's license [ ] } 16  
DATE AND TIME  
17 [ ] remanded to the custody of 17  
for the purposes checked below:

- 18 [ ] the taking of a sample of blood, saliva or tissue for DNA analysis to be sent to the Department of Forensic Science within fifteen days after taking of the sample, §§ 19.2-310.2 and 19.2-310.3, unless a sample was previously taken. If the defendant fails to appear by the date stated above and to allow the required DNA sample to be taken, the agency/facility identified above shall report such failure to the court.
- 19 [ ] testing for sexually transmitted infections upon the request of the Commonwealth following indictment, arrest by warrant or service of a petition, § 18.2-61.1.
- 20 [ ] testing for a sexually transmitted infection at the request of the defendant upon conviction, § 18.2-346.1.
- 21 [ ] fingerprinting and obtaining data for the preparation of a report to the Central Criminal Records Exchange, § 19.2-390.

The defendant is Ordered to cooperate fully and promptly in providing information and permitting fingerprinting, taking or withdrawal of samples and/or testing as required by this Order. Upon completion of the procedure(s), the defendant shall be released but shall be subject to the terms and conditions of any other order(s) governing the defendant's release/incarceration.

22 Complete only if remanded into custody:  
After completion of the above-described requirements, the defendant shall:  
[ ] remain in custody to serve time.  
[ ] be released but required to return to custody on ..... for deferred execution of sentence.  
[ ] be released on probation or on suspended execution of sentence.  
[ ] be released.

23 DATE ENTERED 24 JUDGE

25 **To Agency/Facility:**  
Complete and return to the above-named court.  
[ ] Fingerprinting/sampling/testing completed as ordered.  
[ ] Defendant failed to appear as ordered.  
[ ] Defendant failed to provide required proof of identity.  
[ ] DNA sample previously taken.  
[ ] .....

**I acknowledge receipt of this Order.**  
28 DEFENDANT

26 DATE 27 SIGNATURE AND TITLE