

How to Build an Identity Kit

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What Is An Identity Kit?

An identity kit is a preemptive measure to help in finding a missing family member, or to help a family have closure if a family member is presumed deceased. Collecting critical information about team member or family member living and working internationally BEFORE an incident can be critical to their successful recovery.

What Is An ISOPREP Document?

An ISOPREP (**ISOL**ated **Personnel REP**ort) document records a person's height, weight, blood type, eye color, fingerprints, and other important information so you can pass it off to authorities and help them find your family member faster.

Collecting information for the ISOPREP is relatively easy. Most information should already be known by individuals, spouses, or parents. The ISOPREP document will collect the following information:

- First, Middle, and Last Name
- Nicknames
- Birth Date
- Age
- Height
- Weight
- Eye Color
- Hair Color
- Unique features (like glasses, birthmarks, braces, piercings, tattoos, etc.)
- Recent Photo (updated regularly for children)
- Fingerprints*

*Collecting DNA:

A DNA sample can be critical to proving if a family member held against their will is alive, or to help a family have closure if a family member is presumed deceased. The information below will help you collect a good DNA sample from your team or family members:

Choose the right sample type. DNA kits contain either buccal (cheek) swabs or saliva samples. Hair samples are also popular, as are clippings of nails.

Don't touch the sample. No matter what kind of sample you collect, do not touch it with your fingers or hands or place it on a contaminated surface. This is especially important if you are collecting a DNA sample from someone else because you could potentially contaminate the sample with your own DNA. Rubber or latex gloves are best.

Use sterile equipment. If the collection involves a swab, tweezers, or clippers, these should be sterile, and you should avoid touching the part of the equipment that will come in contact with the specimen. Metal equipment can be sterilized with alcohol or by boiling in water.

Store your specimen in a clean, dry container. Paper envelopes are the best storage containers for most non-liquid samples. Do not store hair specimens or a damp buccal swab in plastic, as this will retain moisture and potentially damage the DNA. If storing the specimen in an envelope, do not lick the seal, as this could contaminate the sample. Label it with the name of the person from whom the specimen was collected, the date that it was collected, and the name of the person who collected it. Keep your sample away from moisture, extreme temperatures, and chemicals.

Buccal swabs. For buccal swabs, scrape your inner cheek with a sterile swab for up to one minute. Scrape vigorously, but not to the point that it hurts. Continue swabbing for at least 30-60 seconds. Once finished, be sure not to touch the end of the swab to any surface other than the inside of your mouth and the inside of the container. Refrain from eating, drinking anything, chewing gum, brushing your teeth, or using mouthwash for at least one hour before collecting the sample. Rinse the mouth with warm water ten minutes before swabbing. If testing on a baby, allow him/her to drink water from her bottle before testing. Allow the swab to dry before storing. **If collecting a saliva sample**, the easiest way to do this is to drool into your collection container. If you are using a kit, you may be provided with sponges to facilitate the collection of saliva from small children.

Collecting Hair. Pull 10 to 20 strands of hair from the head. Check to make sure that the follicle, which looks like a small white bulb, is still attached. Avoid using hairs from a hairbrush or clothing. Do not touch the follicle end of the hairs. **DO NOT** use cut hair.

*Collecting Fingerprints:

You'll need to use a black inkpad and take a fingerprint of every single finger. Go to your local police station if you'd like professional help taking fingerprints. If they're recorded incorrectly, they won't do you any good.

Concilium's ISOPREP card contains a place to collect fingerprints. Otherwise, fingerprint cards can be purchased online from Amazon or downloaded for free by printing a picture of a fingerprint card.

If you print Concilium's ISOPREP Document, **MAKE SURE** to print the document on non-glossy card stock.

YouTube is a great place to learn how to roll a fingerprint. Also, practice once or twice before you roll on the ISOPREP Document.

If you have any questions, or to request an ISOPREP document, do not hesitate to Contact Concilium at: info@concilium.us