

When you are ready to submit a DNA test order please follow the instructions below.

1. Go to the **Downloads** section under Registration | DNA Tests.
2. Open up the link > **DNA Request / Calf Registration Form** ....There is in an Excel version and a PDF version.
3. READ THE INSTRUCTIONS
4. Open the ORDER FORM and complete as per the instructions. Remember, AWA registration numbers for parents are mandatory. GeneSeek cannot process the parentage test unless BOTH parents are provided. Also, entering a name or part thereof in Registration number field is not acceptable. Please contact the AWA if you need assistance with identifying the Sire or Dam's registration [FB] number. Important: During the transition phase from STR to SNP, DNA samples from BOTH parents will genotyping in SNP. Parent samples for SNP markers will be charged at \$15 per animal.
5. The order form automatically transfers the counts from your ORDER FORM to the PAYMENT FORM and tallies up the total amount owed.
6. PRINT off the ORDER FORM and mail to the AWA Office in Post Falls, ID. Payment MUST accompany each order. Email submissions will be accepted but processing will be pending until payment is received.
7. Collect your sample(s) and attach to the collector cards as per instructions for hair or blood. Make sure each collector card is clearly marked with the either Registration [FB] number (or Tag # if unregistered). Once you have collected all your samples, package them up and mail to the AWA Office address. **Please print out a copy of the DNA submission sheet and include with the package to the AWA Office.**

**WARNING: DO NOT USE HAND SANITIZER / ALCOHOL WIPES OR OTHER HAND LOTIONS THAT POTENTIALLY CAN BE IN CONTACT WITH YOUR HAIR CARDS DUE TO RISK OF DNA CONTAMINATION THAT WILL RESULT IN TEST FAILURE.**

PLEASE NOTE: DUE TO THE HIGH VOLUME OF SAMPLES BEING SUBMITTED IT IS RECOMMENDED THAT YOU **MAIL YOUR SAMPLES WITH TRACKING** TO CONFIRM DELIVERY.

8. Once GeneSeek has completed the tests they will forward the results to the AWA who will notify member.

GeneSeek will work towards a 3 week turn-around from when samples are receipted at the Nebraska laboratory to when results are forwarded to the AWA.