

## MN BCA CODNA Prelog Instructions

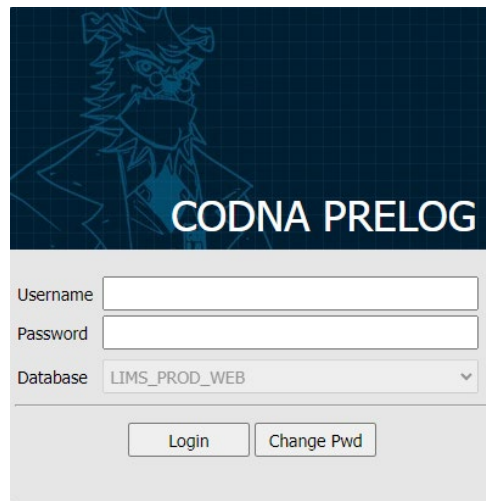
### ***What is CODNA Prelog?***

CODNA Prelog is a system for law enforcement agencies who are submitting Convicted Offender DNA samples, including samples for the [Predatory Offender Registry](#), to the MN Bureau of Criminal Apprehension. The primary purpose for the system and functions it offers are:

- Search for offenders who already have DNA samples on file to avoid unnecessary duplicate submissions
- Electronically submit information and documents for a Convicted Offender DNA sample submission
- Generate filled-out Offender Sample Sheets to be included with the CODNA sample submission

### **Logging In**

1. Access the CODNA Prelog website at <https://codna.x.state.mn.us>
2. Log in with credentials provided by a BCA CODNA administrator. If you do not have login credentials and would like to request access, or need assistance resetting your password, email [bca.lab.lims@state.mn.us](mailto:bca.lab.lims@state.mn.us)
  - a. Note: You can change your own password at any time by clicking “Change Pwd”



## The Dashboard

Once you are logged in, the dashboard will appear. The dashboard is primarily used for viewing the most recent Prelog entries that have been viewed or worked on. System notifications will also appear at the bottom. Note: the 'Quick Find' function is not currently functional – see below instructions for searching the database for individuals.

The screenshot shows the CODNA Prelog dashboard. On the left is a vertical menu with options: Dashboard, New Offender, Search, and Logout. The main area has a 'QUICK FIND' section with dropdown menus for Agency, Collection Date, and Offense, followed by a Search button. Below this is a 'CODNA Recent Offenders' table with columns: Last Name, First Name, Middle Name, Agency, and Last Open. The table contains one entry for 'Doe, John' from 'MN BCA Forensic Science L' with a 'Last Open' date of '10/02/2024'. At the bottom is a 'Notifications' section.

Last Name	First Name	Middle Name	Agency	Last Open
Doe	John		MN BCA Forensic Science L	10/02/2024

## How to Search the CODNA Database

Prior to each CODNA sample submission, the database needs to be searched to determine if the individual in question already has a CODNA sample on file. **To properly search the database, it should be done in 2 parts: by DOB, then name.** This is to ensure that any alternative spellings, maiden names, aliases, etc. are able to be found during the search. It should be noted that searching by a DOB will typically yield less than 20 results, so you should be able to quickly check for your individual. In the instructions below, we will search for the following individual as an example: FN Lionel LN Sanchez-Flores DOB 2/3/1999

### -DOB Search

1. Click 'Search' on the left-hand menu.
2. Ensure 'Submitting Agency' field is blank.
  - a. If there is an agency listed here, you will ONLY be searching the database for samples submitted by that agency.
3. Ensure all other fields are blank.
4. Enter DOB. Click 'Search'.

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5. Review the search results and check to see if the individual is listed. You can sort your search results by clicking any of the fields listed in the blue header. A name, DOB, and SID match indicates that the individual has a sample on file. You should also look for the following while you are reviewing the results:
  - a. Maiden/Married name for females
  - b. Aliases & alternative spellings
  - c. Suffixes (Jr., Sr.). Note that these are not always listed, so look at the overall name, DOB, & SID.
  - d. Misspellings & clerical errors
6. If you do not find the individual in your search, then you can continue with a Name search.

### CODNA Prelog

**MENU**

- Dashboard
- New Offender
- Search**
- Logout

**Offender**

Submitting Agency

Last Name

First Name

Sex

Date of Birth

State ID

Date of Birth	SID	First Name	Middle Name	Last Name	Date Entered by Lab	Date Collected	Submitting Agency
02/03/1999	MN17KP8972	FREDRICKA	KENTRELL	BOOKER	05/18/2017	05/04/2017	Dakota Co SO/Jail
02/03/1999	MN18B96984	Nicholas	Jeremiah Duane	Endersbe	10/07/2019	08/08/2019	Crookston Probation [Polk C]
02/03/1999		Lionel		Sanchez-Flores	02/01/2022	11/03/2021	Scott Co Comm Corr
02/03/1999	MN17L59117	Antonio	Alejandro	Zavala	01/23/2019		Glencoe AF - MN DOC
02/03/1999	MN16JY0463	Devione	Leeante	Malone	03/29/2017		Lino Lakes - MN Corr Fac

**\*Note: You can sort your search results by clicking on the headers such as 'Date of Birth', 'First Name,' 'Last Name', 'Date Entered by Lab', etc.\***

### -Name Search

1. Click 'Search' on the left-hand menu.
2. Ensure all fields are blank aside from First name and Last name.
3. Type the first few characters of the individual's first name and last name, **then add "%" signs to the end of each (pictured below on pg.4)**. This is to do a 'wildcard' search that includes partial matches and will help catch certain aliases, misspellings, juniors & seniors, etc. In our example below, where we are searching for a Lionel Sanchez-Flores, I enter the search as FN "Lio%", LN "San%".
  - a. Without doing the wildcard search, the database will only return exact spelling matches, which will produce inconsistent results and won't catch any of the things mentioned above.
  - b. To narrow down your results, add more characters into your search for their First Name and Last Name.
4. Click 'Search'.
5. Review the search results and check to see if the individual is listed. You can sort your search results by clicking any of the fields listed in the blue header. A name, DOB, and SID match

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indicates that the individual has a sample on file. You should also look for the following while you are reviewing the results:

- a. Maiden/Married name for females
  - b. Aliases & alternative spellings
  - c. Suffixes (Jr., Sr.). Note that these are not always listed, so look at the overall name, DOB, & SID.
  - d. Misspellings & clerical errors
6. If you do not find the individual you are searching for after conducting both the DOB and Name search, then you are ready to start creating a Prelog submission for your individual.

### CODNA Prelog

**MENU**

Dashboard

New Offender

**Search**

Logout

**Offender**

Submitting Agency

Last Name

First Name

Sex

Date of Birth

State ID

Date of Birth	SID	First Name	Middle Name	Last Name	Date Entered by Lab	Date Collected	Submitting Agency
02/21/1980	MN19811315	Lionel		Santos Colon	10/05/2021	07/15/2021	Todd-Wadena CC [LP]
02/03/1999		Lionel		Sanchez-Flores	02/01/2022	11/03/2021	Scott Co Comm Corr
05/21/1966	MN87000188	Lionel	Joseph	Sanchez	10/28/2010		Dakota Co SO/Jail

## Creating & Submitting a Prelog Entry for a New Offender

**MENU**

Dashboard

**New Offender**

Search

Logout

**Offender**

**Search for Duplicate/Enter New Offender**

First Name

Middle Name

Last Name

Date of Birth

State ID

1. Click 'New Offender'
2. Enter some of the details of your individual in the search fields, such as last name, first name, DOB. Click 'Search'. Note: make sure this information is accurate, this will search for an **exact match only** to the info you've entered, to ensure the individual does not already have a sample on file.

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- If you've searched your individual and there is no DNA sample on file or already Prelogged that matches the details of your individual, the search will return 'No record', and allow you to then start your Prelog entry by clicking 'New Offender'.

**MENU**

- Dashboard
- New Offender**
- Search
- Logout

**Offender**

**Search for Duplicate/Enter New Offender**

First Name

Middle Name

Last Name

Date of Birth

State ID

No record.

- You should see a mostly blank Prelog entry open with your agency filled in at the top.

**MENU**

- Dashboard
- New Offender**
- Search
- Logout

**New Offender**

**Agency/Case Info**

Agency \*

Contact Officer \*

County \*

Offense \*

Comments

**Offender Info**

Last Name \*

First Name \*

Middle Name

SID Number

Court File Number \*

Date of Birth \*

Sex \*

Race \*

**Sample Collection Info**

Has the identity been verified? \*

Date Collected \*


Collected By \*  Title \*

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- Fill out the Prelog entry entirely. It should look like this when complete. Click 'Save' when done or at any point to save your progress.

MENU	Offender Information
Dashboard	
New Offender	<b>Agency/Case Info</b>
Search	Agency * 1209 - MN BCA Forensic Science Lab
Logout	Contact Officer * CSTRUC - Christopher Struck
	County * 302 - Ramsey
	Offense * 10 - DWI
	Comments Comments & details can be added here if needed.
	<b>Offender Info</b>
	Last Name * Doe
	First Name * Jane
	Middle Name Marie
	SID Number MN01010101
	Court File Number * 02-CR-02-0202
	Date of Birth * 01/01/2001
	Sex * F - Female
	Race * C - Caucasian
	<b>Sample Collection Info</b>
	Has the identity been verified? * Yes
	Date Collected * 12/06/2024
	Collected By * Christopher Struck Title * CODNA Admin
	<div> <div>Edit</div> <div>Save</div> <div>Cancel</div> <div>Print</div> <div>Attachments</div> <div>Submit to Lab</div> </div>

- Click the 'Print' button to generate & print out a filled-out copy of the Offender Sample Sheet to be included with your CODNA sample submission. It should look like the example below. **\*Note that the form will still need to be signed prior to submission.\***



Minnesota Bureau of Criminal Apprehension  
Forensic Science Laboratory  
1430 Maryland Avenue East, St. Paul, MN 55106  
651-793-2900 (TTY: 651-282-4333) / 651-793-2901 (Fax)



Lab Offender #

**OFFENDER SAMPLE SHEET FOR DNA DATABASE (CONVICTED FELON)**  
 \*\* Not for submission of evidence samples for active investigations \*\*  
 COMPLETELY/CLEARLY FILL OUT FORM WITH ALL REQUESTED INFORMATION.

COMMENTS: Comments & details can be added here if needed.

☒ **Convicted Offender**  
 Convicted of any felony or multiple offenses arising from the same set of circumstances, pursuant to 609.117.

PRINCIPAL NAME: Doe, Jane Marie DOB: 01/01/2001  
(Last Name, First Name MI)

OFFENSE: DWI SID NUMBER: MN01010101  
 SEX: Female RACE: Caucasian COURT FILE NUMBER: 02-CR-02-0202

Authorizing Agency: MN BCA Forensic Science Lab (1209) Agency Contact: Christopher Struck  
 Agency Address: 1430 Maryland Avenue East Agency Phone: 651-793-2900  
St. Paul, MN 55106

**\* Required for Sample Acceptance: Either Authorizing Agency Signature or Judge and County**

This signature below is the certification by the Authorizing Agent that this sample has been collected pursuant to Minnesota law governing the collection of DNA samples for submission to the State of Minnesota DNA Database.

Signature of Authorizing Agent  
 (Please print name)

Title

Judge: (attach court order, if available) County: Ramsey

Has the identity of the individual been verified? ☒ Yes ☐ No

Name: Christopher Struck Title: CODNA Admin Date: 12/06/2024  
(Person submitting sample) (of sample collection)

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7. You can attach accompanying court documentation to your Prelog entry using the 'Attachments' button, though it is recommended to include physical copies of important paperwork such as Sentencing Orders with your sample submission.

MENU	Offender Information
Dashboard	
New Offender	<b>Agency/Case Info</b>
Search	Agency * 1209 - MN BCA Forensic Science Lab
Logout	Contact Officer * CSTRUC - Christopher Struck
	County * 302 - Ramsey
	Offense * 10 - DWI
	Comments Comments & details can be added here if needed.
	<b>Offender Info</b>
	Last Name * Doe
	First Name * Jane
	Middle Name Marie
	SID Number MN01010101
	Court File Number * 02-CR-02-0202
	Date of Birth * 01/01/2001
	Sex * F - Female
	Race * C - Caucasian
	<b>Sample Collection Info</b>
	Has the identity been verified? * Yes
	Date Collected * 12/06/2024
	Collected By * Christopher Struck
	Title * CODNA Admin
	<div>↓</div> <div>Edit Save Cancel Print Attachments Submit to Lab</div>

8. Once you've completed the Prelog entry, paperwork, and physical sample collection, and are ready to submit everything, click 'Submit to Lab' in your Prelog entry. You will be unable to edit any aspect of the entry after doing so, so double check your work before submitting.

MENU	Offender Information
Dashboard	
New Offender	<b>Agency/Case Info</b>
Search	Agency * 1209 - MN BCA Forensic Science Lab
Logout	Contact Officer * CSTRUC - Christopher Struck
	County * 302 - Ramsey
	Offense * 10 - DWI
	Comments Comments & details can be added here if needed.
	<b>Offender Info</b>
	Last Name * Doe
	First Name * Jane
	Middle Name Marie
	SID Number MN01010101
	Court File Number * 02-CR-02-0202
	Date of Birth * 01/01/2001
	Sex * F - Female
	Race * C - Caucasian
	<b>Sample Collection Info</b>
	Has the identity been verified? * Yes
	Date Collected * 12/06/2024
	Collected By * Christopher Struck
	Title * CODNA Admin
	<div>↓</div> <div>Edit Save Cancel Print Attachments Submit to Lab</div>

## MN BCA CODNA Prelog Instructions

9. You have now completed & submitted a CODNA Prelog entry! If you have any questions or concerns about your CODNA Prelog entry or your CODNA sample submission after you've already submitted everything, please contact [bca.lab.codna@state.mn.us](mailto:bca.lab.codna@state.mn.us)