DISASTER VICTIM IDENTIFICATION (DVI)

HOW TO USE THE YELLOW ANTE MORTEM (AM) FORM

I. GENERAL INSTRUCTIONS

PLEASE WRITE LEGIBLY

The AM Form is designed to collate information in relation to a Missing Person. The sources from where this information can be obtained are varied, including relatives, friends, physicians, government and non-government records. Once collated and assessed, this information may be compared with data obtained from Human Remains recovered from a disaster site. If the data is of sufficient quality, identification may be achieved.

Preparation and planning is important prior to undertaking the Ante Mortem collection process. This is to ensure that the maximum amount of accurate information can be secured during a single visit, as providers of the information may become frustrated and distracted if multiple visits are made. Also, the quality of the information must be of a sufficient standard for the identification process.

All fields on all pages MUST be completed (exception: Appendices). Hence, it is important to collect all information as outlined on the forms as it is impossible to predict what data will be obtained from a disaster site (PM).

II. SPECIFIC DESCRIPTION OF EACH FIELD SERIES

100's	Administrative data regarding the Missing Person.
200's	Nominal data of the Missing Person.
300's	Description of effects (clothing, jewellery etc.).
400's	Body description (external distinctive features including fingerprint information).
500's	Pathology (internal distinctive features including DNA and medical information).
600's	Odontology (dental information).
700's	Supporting information (Record any further information that may assist in the identification, and/or supplement descriptions from a previous section if there is not sufficient space. Fill page 700's only by using column "c" (see below).
800's	Appendices to the mandatory pages of the forms (DNA, body sketch).

It should be remembered that photographs of the clothing, jewellery, distinctive features etc. described in various sections, may be of significant value for comparison with information obtained from Human Remains. Please attach such photographs, if available. **Since it is mandatory to complete all fields it must be noted if information is not obtained or unavailable.** It has to be evident that all investigation leads have been thoroughly pursued and exhausted.
Where provided, use the appropriate numbers, catalogues and fields when describing specific objects such as clothing.

FOR EXAMPLE

Field 300 (of 300's page): For clothing such as a "pullover" fill in number "0208" in the "No." column and describe the type, colour, label and material in the spaces provided for this information. **Use keywords only to fill the grid and make use of page 700's (via the "c" column on the right margin (further instructions below) for more detailed information if necessary.**
Wherever appropriate, boxes that can simply be ticked are provided.

a = Data not available		b = Attachment		c = Further info on page Sup. Info. (700's)				a	b	c
EFFECTS (possibly carried on person or in luggage)										
300 Clothing Items	No: 1 Type		2 Colour		3 Label		4 Material			
Head and neck 101 Headcover 102 Scarf 103 Tie 109 Other	208 Norwegian, V neck		blue/white		VOLUND		wool		x	x
Upper part of the										

How to use the a/b/c columns:

	a	b	c
	x		

a = Data not available

If the information is not available "a" should be marked in the respective line of the field. In some fields, only the first line needs to be chosen as this will indicate that information is not available for the remainder of that field.

b = Attachment

If attachments of any kind (documents, photographs, radiographs etc.) exist, column "b" should be marked on the respective line in the field. Any further notations about those attachments column "c" and page 700's should be used.

c = Further information on page 700's

For additional information that cannot be placed in the allocated fields, the page 700's should be used.

To indicate that there is further information, mark column "c" in the respective line of the field and on the 700's page insert the additional information as shown in the example.

SUPPORTING INFORMATION (if referring to data given on a previous page, please indicate field number)		
700	1 *Field No.*	2 *Description*
	300	208 Pullover brown with thin green stripes, V neck, size XL, looks very worn, large print on back "I love mum!"

GENERAL INFORMATION

The INTERPOL Victim Identification Form consists of a series of fields - divided into two main parts:

1) YELLOW FORMS for listing latest known data concerning a missing person
2) PINK FORMS for listing all findings concerning human remains

Identification of human remains may become possible if data listed on the pink forms concerning human remains can be compared with, and shown to match, data listed on the yellow forms concerning a particular missing person. If an identification is made, the experts involved will complete a Comparison Report and in a second step a Certificate Of Identification.

The identification of human remains may be accomplished in several ways, depending upon the type of data used. The INTERPOL Victim Identification Form has been set up in such a way, that pages listing the same type of data are marked with the same heading in the upper right-hand corner. For dental identification, the pages to use are marked "Odontology" with the fields 600 through to 650 (AM) and fields 610 through to 650 (PM). Because of the specialised vocabulary, they must be filled in by a forensically trained dentist.

INSTRUCTIONS FOR USE – AM PAGES (yellow) fields 600 to 650 (Odontology)

These pages are designed for the listing of all dental information collected about a person. This information may be obtainable from dental and non dental sources.
It is extremely important TO COMPLETE all fields. If no information is available at the time DO NOT leave blank. Use the columns to the right side of the page.

Columns 'a', 'b', 'c':	Column 'a' is to be marked with an 'x' if 'Data not available'. Column 'b' to be marked with an 'x' if there is an attachment. Column 'c' to be marked with an 'x' if further information is on page Sup. Info. (700's).
Fields 600 to 620:	Ensure the reference number is filled in. Ensure 'Sex' is filled in. Fill in each field or 'x' in the 'a' column. Use field 620 to record extra information or use page 'Sup. Info. (700's)' and place an 'x' in column 'c'. Ensure that all AM data (records, radiographs, scans, models, photographs etc.,) are properly identified with the patient's name, dentist's name and date of production. This may have to be completed by yourself.
Fields 630 to 650:	This is the dental chart of the latest known dental status. This is established by the extraction and collation of data from one or more dental records, radiographs, models, photographs and other dental information. Start with the most recent information and work back chronologically. Indicate surfaces by using Upper Case letters: M=mesial, O=occlusal, D=distal, V=vestibular/buccal and L=lingual. If alternate abbreviations are used (discouraged) please note explanation in field 620. Only record treatment/conditions actually described or seen in the recorded material. Sketch on the dental chart the location and extent of all fillings and other conditions listed. For colour distinction, use black for amalgam, red for gold and green for tooth coloured material. Extracted or missing teeth (**ante mortem**) are charted with a large cross (X). Do not hesitate to contact the appropriate person for clarification of any dental data.

Please ensure that all dental pages are signed and that the signatory is identified by printing name and contact details as requested.

DISASTER VICTIM IDENTIFICATION (DVI)

HOW TO USE THE PINK POST MORTEM (PM) FORM

I. GENERAL INSTRUCTIONS

PLEASE WRITE LEGIBLY

The PM Form is designed to collate information in relation to Human Remains and associated property items from a disaster site. Once this information is accurately recorded, it can then be used to compare with Missing Person information to establish the identity of a victim.

Preparation and planning is important prior to undertaking the Post Mortem data collection process so that the maximum amount of accurate information is obtained. A concerted effort should also be made to examine each Human Remains case once. This is because Human Remains decompose over time, which may cause the quality of key data to diminish.

All fields on all pages MUST be completed (exception: Appendices). Hence, it is important to collect all information as outlined on the forms as it is impossible to predict what data will be obtained during the Ante Mortem collection process.

II. SPECIFIC INSTRUCTIONS

100's	Administrative data regarding the Post Mortem process/operations.
300's	Description of effects (clothing, jewellery etc.).
400's	Body description (external distinctive features including fingerprint information).
500's	Pathology (internal distinctive features including DNA and medical information).
600's	Odontology (dental information).
700's	Supporting information (Record any further information that may assist in identification, and/or supplement descriptions from a previous section if there is not sufficient space. Fill page 700's only by using column "c" (see below).
800's	Appendices to the mandatory pages of the forms (DNA, body/skeleton sketch)

Please attach all images obtained during the Post Mortem process. **Since it is mandatory to complete all fields it must be noted if information is not obtained or unavailable.** It has to be evident that all investigation leads have been thoroughly pursued and exhausted. Where provided, use the appropriate numbers, catalogues and fields when describing specific objects such as clothing.

FOR EXAMPLE

Field 300 (of 300's page): For clothing such as a "pullover" fill in number "0208" in the "No." column and describe the type, colour, label and material in the space provided for this information. **Use keywords only to fill the grid and make use of page 700's (via the "c" column on the right margin (further instructions below) for more detailed information if necessary.**
Wherever appropriate, boxes that can simply be ticked are provided.

a = Data not available		b = Attachment		c = Further info on page Sup. Info. (700's)						
EFFECTS								a	b	c
300 Clothing Items		No: 1 Type	2 Colour	3 Label	4 Material					
Head and neck 101 Headcover 102 Scarf 103 Tie 199 Other		208 Norwegian, V neck	blue/white	VOLUND	wool				x	x
Upper part of the										

How to use the a/b/c columns:

		a	b	c
3	Tattoos	X		

a = Data not available

If the information is not available "a" should be marked in the respective line of the field. In some fields, only the first line needs to be chosen as this will indicate that information is not available for the remainder of that field.

b = Attachment

If attachments of any kind (documents, photographs, radiographs etc.) exist, column "b" should be marked on the respective line in the field. Any further notations about those attachments column "c" and page 700's should be used.

c = Further information on page 700's

For additional information that cannot be placed in the allocated fields, the page 700's should be used.
To indicate that there is further information, mark column "c" in the respective line of the field and on the 700's page insert the additional information as shown in the example.

SUPPORTING INFORMATION (if referring to data given on a previous page, please indicate field number)		
700	1 Field No.	2 Description
	300	208 Pullover brown with thin green stripes, V neck, size XL, looks very worn, large print on back "I love mum!"

DISASTER VICTIM IDENTIFICATION (DVI)

HOW TO USE THE PINK POST MORTEM (PM) FORM

I. GENERAL INSTRUCTIONS   WRITE LEGIBLY!

The PM Form is designed for listing all obtainable data of Human Remains. This is information that may be compared with data obtained of a Missing Person.
Attempt to only need to examine each case of Human Remains once.

All fields on all pages MUST be filled (exception: Appendices)! Hence, collect all information as outlined on the forms.

Please attach all images obtained during the Post Mortem process.

Since it is mandatory to complete all fields it must be noted if information is not obtainable.

INSTRUCTIONS FOR USE - PM 600's (pink) fields 610 to 650

Because of the specialised terms, these fields must be filled in by forensically trained dentists.

These pages are designed for the listing of all dental information collected from the examination of human remains at the disaster site.

It is extremely important TO COMPLETE all fields. If no information is available at the time DO NOT leave blank. Use the columns to the right side of the page.

Columns 'a', 'b', 'c':   Column 'a' is to be marked with an 'x' if 'Data not available'.
                                Column 'b' to be marked with an 'x' if there is an attachment.
                                Column 'c' to be marked with an 'x' if further information is on page 700s'.

Fields 610 to 625:   Ensure the 'AM number' and 'Sex' are filled in.
                                Fill in each field or 'x' in the 'a' column.
                                Ensure that all PM material collected is appropriately and correctly identified with the 'PM number'.

Fields 630 to 650:   Indicate surfaces by using Upper Case letters: M=mesial, O=occlusal, D=distal, V=vestibular/buccal and L=lingual. If alternate abbreviations are used (discouraged) please note explanation in field 625.

                                Sketch on the dental chart the location and extent of all fillings and other conditions listed. For colour distinction, use blue for unidentified, black for metal coloured and green for tooth coloured material. Teeth missing (**post mortem)** are marked U.
                                Do not hesitate to contact the appropriate person for clarification of any dental data.

Please ensure that all dental pages are signed and that the signatory is identified by printing name and contact details as requested.

Refer to INTERPOL DVI Guide, section 'Guide to DVI Forms', for more detailed explanation.

VERGLEICHSBERICHT

VERMISSTE PERSON

Familienname: -- **AM-Nr:** _____

Vorname(n): --

Geburtsdatum: [ ] *Tag* [ ] *Monat* [ ] *Jahr*

Männlich	Weiblich	Unbekannt
[ ]	[ ]	[ ]

UNBEKANNTE LEICHE

Art der Katastrophe:

Ort der Katastrophe: --

PM-Nr.: _____

Datum der Katastrophe: [ ] *Tag* [ ] *Monat* [ ] *Jahr*

Männlich	Weiblich	Unbekannt
[ ]	[ ]	[ ]

Die Daten der UNBEKANNTEN LEICHE wurden mit den Daten der VERMISSTEN PERSON abgeglichen

Auswertung der Identifizierungsmerkmale

Primäre Identifizierungsmerkmale

Daktyloskop [ ] Nicht beteiligt [ ] Daten nicht verfügbar oder unzureich ID möglich [ ] ID wahrscheinl. [ ] ID bestätigt [ ]

Gründe:

Ort und Datum

Stempel/Institution

Unterschrift

DNA-Sachverständiger [ ] Nicht beteiligt [ ] Daten nicht verfügbar oder unzureich ID möglich [ ] ID wahrscheinl. [ ] ID bestätigt [ ]

Gründe:

Ort und Datum

Stempel/Institution

Unterschrift

Zahnarzt [ ] Nicht beteiligt [ ] Daten nicht verfügbar oder unzureich ID möglich [ ] ID wahrscheinl. [ ] ID bestätigt [ ]

Gründe:

Ort und Datum

Stempel/Institution

Unterschrift

Sekundäre Identifizierungsmerkmale

Polizeibeamter [ ] Nicht beteiligt [ ] Daten nicht verfügbar oder unzureich ID möglich [ ] ID wahrscheinl. [ ] ID bestätigt [ ]

Gründe:

Ort und Datum

Stempel/Institution

Unterschrift

Rechtsmediziner [ ] Nicht beteiligt [ ] Daten nicht verfügbar oder unzureich ID möglich [ ] ID wahrscheinl. [ ] ID bestätigt [ ]

Gründe:

Ort und Datum

Stempel/Institution

Unterschrift

Anthropologe [ ] Nicht beteiligt [ ] Daten nicht verfügbar oder unzureich ID möglich [ ] ID wahrscheinl. [ ] ID bestätigt [ ]

Gründe:

Ort und Datum

Stempel/Institution

Unterschrift

Andere: _____ ID möglich [ ] ID wahrscheinl. [ ] ID bestätigt [ ]

Gründe:

Ort und Datum

Stempel/Institution

Unterschrift

INTERNATIONAL CRIMINAL POLICE ORGANIZATION

I N T E R P O L

Katastrophenopfer
IDENTIFIZIERUNG

Version 2013

AM-Akte

Familienname :

Vorname(n):

Nr.:

PM-Akte

Nr.:

IDENTIFIZIERUNGSBERICHT

VERMISSTE PERSON		AM Formblätter beigefügt
Familienname		*AM-Nr:*
Vorname(n)		
Straße / Nr. PLZ / Stadt Bundesland / Land		*Nationalität*
Geburtsdatum	☐☐ *Tag* ☐☐ *Monat* ☐☐☐☐ *Jahr*	*Vermisst seit*

UNBEKANNTE LEICHE		PM Formblätter beigefügt
Ort der PM-Befunderhebung		*PM-Nr.:*
Polizeidienststelle		
Name Straße / Nr. PLZ / Stadt Bundesland / Land Tel. / Email		*Datum*

Gemäß den hier getroffenen Feststellungen konnte die/der o.g. Verstorbene als die o.g. vermisste Person IDENTIFIZIERT werden.

Identifizierung basiert auf (siehe Vergleichsbericht)		
Unterschrift L/EA Auswertung Name in Druckbuchstaben	*Geprüft durch:*	*Ort und Datum*
		Unterschrift

Stempel oder Logo / Einsatzleitung Identifizierungskommission	*Ort und Datum*
	Unterschrift

Stempel oder Logo / Örtliche Behörde	*Ort und Datum*
	Unterschrift