

Please use this list to check that you have filled out the NRGD Application Package completely and accurately. You are asked to only submit a complete application. An incomplete or inaccurate application will result in delay of the procedure. The application process formally begins when the NRGD has received all the required documentation. Sending in this Checklist is not necessary.

Application for initial registration

Independent expert

- NRGD application form;
- Certificate of Good Conduct (not older than 3 months);
- a clearly legible copy of a valid passport or identity card;
- copies of documents relating to the highest level of professional qualification;
- a curriculum vitae (CV), preferably in English;
- documentary evidence of the current academic working level, and proof of being an expert authorised to sign (if applicable);
- Overview Continuing Professional Development DNA;
- List of Case Information DNA (including the checked box at the top of the document declaring compliance with the requirements);
- 3 case reports not older than 5 years selected by the applicant from the List of Case Information DNA. For each subfield, the applicant should have at least 2 case reports, when applying for multiple subfields. In case of applying for DNA Source Level Extended, at least one of the submitted reports should contain the execution of the specific task(s) listed in 2.1.2. When several subfields are combined in one case report, it is possible to provide the same case report for different subfields (001.1 – 001.3). The case reports must contain the report itself and peak profiles for DNA Source Level and Kinship Analysis. If the applicant uses Bayesian Networks in their Activity Level interpretations then they should include the Bayesian networks and all additional information in the application. If possible, the case reports should also contain the testimony delivered in court;
- if available:
 - proof of the forms of professional development referred to in the Overview Continuing Professional Development DNA;
 - a statement concerning the level of accreditation of the applicant's working environment, where applicable.

Expert without work of his own

- NRGD application form;
- Certificate of Good Conduct (not older than 3 months);
- a clearly legible copy of a valid passport or identity card;
- copies of documents relating to the highest level of professional qualification;
- a curriculum vitae (CV), preferably in English;
- documentary evidence of the current academic working level, and proof of being an expert authorised to sign (if applicable);
- Overview Continuing Professional Development DNA;
- List of Case Information DNA;
- 3 case reports drawn up in the past 2 years selected by the applicant from the List of Case Information DNA. For each subfield, the applicant should have at least 2 case reports, when applying for multiple subfields. In case of applying for DNA Source Level Extended, at least one of

the submitted reports should contain the execution of the specific task(s) listed in 2.1.2. When several subfields are combined in one case report, it is possible to provide the same case report for different subfields (001.1 – 001.3). The case reports must contain the report itself and peak profiles for DNA Source Level and Kinship Analysis. If the applicant uses Bayesian Networks in their Activity Level interpretations then they should include the Bayesian networks and all additional information in the application. If possible, the case reports should also contain the testimony delivered in court;

- if available:
 - proof of the forms of professional development referred to in the Overview Continuing Professional Development Human DNA analysis and interpretation;
 - a statement concerning the level of accreditation of the applicant's working environment, where applicable.

Application for reregistration

After full registration

- NRGD application form;
- Certificate of Good Conduct (not older than 3 months);
- copies of documents relating to the highest level of professional qualification (if changed);
- an updated curriculum vitae (CV), preferably in English;
- Overview Continuing Professional Development DNA;
- List of Case Information DNA (including the checked box at the top of the document declaring compliance with the requirements);
- 2 case reports drawn up in the past 5 years selected by the applicant from the List of Case Information DNA. For each subfield, the applicant should have at least 2 case reports, when applying for multiple subfields. In case of applying for DNA Source Level Extended, at least one of the submitted reports should contain the execution of the specific task(s) listed in 2.1.2. When several subfields are combined in one case report, it is possible to provide the same case report for different subfields (001.1 – 001.3). The case reports must contain the report itself and peak profiles for DNA Source Level and Kinship Analysis. If the applicant uses Bayesian Networks in their Activity Level interpretations then they should include the Bayesian networks and all additional information in the application. If possible, the case reports should also contain the testimony delivered in court;
- if available:
 - proof of the forms of professional development referred to in the Overview Continuing Professional Development DNA;
 - a statement concerning the level of accreditation of the applicant's working environment, where applicable.

After provisional registration

- NRGD application form;
- an updated curriculum vitae (CV), preferably in English;
- copies of documents relating to the highest level of professional qualification (if changed);
- Overview Continuing Professional Development DNA;
- List of Case Information DNA (including the checked box at the top of the document declaring compliance with the requirements);

- 2 case reports drawn up in the past 2 years selected by the applicant from the List of Case Information DNA. For each subfield, the applicant should have at least 2 case reports, when applying for multiple subfields. In case of applying for DNA Source Level Extended, at least one of the submitted reports should contain the execution of the specific task(s) listed in 2.1.2. When several subfields are combined in one case report, it is possible to provide the same case report for different subfields (001.1 – 001.3). The case reports must contain the report itself and peak profiles for DNA Source Level and Kinship Analysis. If the applicant uses Bayesian Networks in their Activity Level interpretations then they should include the Bayesian networks and all additional information in the application. If possible, the case reports should also contain the testimony delivered in court;
- if available:
 - proof of the forms of professional development referred to in the Overview Continuing Professional Development DNA;
 - a statement concerning the level of accreditation of the applicant's working environment, where applicable.

Application after rejection or after legally expired registration

Fast-track

Within 2 years after date of rejection by the Court Experts Board or the date of legal expiration. In case the fast-track is not applicable, the Application Package relating to the relevant initial applicant must be send in.

- NRGD application form;
- Certificate of Good Conduct (not older than 3 months);
- an updated curriculum vitae (CV), preferably in English;
- documentary evidence of the current academic working level, and proof of being an expert authorised to sign (if applicable);
- Overview Continuing Professional Development DNA;
- List of Case Information DNA, exclusively listing reports written after the date of rejection by the Board or the date of the legal expiration;
- 3 case reports drawn up after the date of rejection by the Court Experts Board or the date of legal expiration, selected by the applicant from the List of Case Information. For each subfield, the applicant should have at least 2 case reports, when applying for multiple subfields. When several subfields are combined in one case report, it is possible to provide the same case report for different subfields (001.1 – 001.3). The case reports must contain the report itself and peak profiles for DNA Source Level and Kinship Analysis. If the applicant uses Bayesian Networks in their Activity Level interpretations then they should include the Bayesian networks and all additional information in the application. If possible, the case reports should also contain the testimony delivered in court;
- all reports of supervision and/or collegial review related to the submitted case reports.

Explanatory notes:

Application Form

You have two options for signing the application form:

1. You can fill in the application form and print the form, sign it, then scan it as a pdf.
2. After filling in the application form, you can add an electronic signature in Word or pdf and save the document as a pdf.

Certificate of Good Conduct or Integrity Statement

The Certificate of Good Conduct may be submitted at a later time. The certificate must have been produced within 3 months before receipt by the NRGD.

Photocopy of a valid passport or ID card

If you reside in the EU and your passport or ID card has been issued outside the EU, please also submit a copy of a valid residence permit.

List of Case Information

Please use the form List of Case Information which has been published on the website under the related field of expertise.

Case Reports

Please make sure that the List of Case Information and/or case report(s) selected by you is as representative as possible of your competencies.