

## Release protocol

We thank you for your interest in the biometric data sets collected by researchers at the NSF Center for Identification Technology Research (CITeR) at West Virginia University.

All correspondence related to requests for biometric data sets should be send to: [WVUBiometricData@mail.wvu.edu](mailto:WVUBiometricData@mail.wvu.edu)

The release protocol for any of the biometric data sets consists of the following steps:

1. Requestor sends an email to [WVUBiometricData@mail.wvu.edu](mailto:WVUBiometricData@mail.wvu.edu).
2. WVU sends a Certification letter to the Requestor.
3. Requestor submits the signed Certification letter to WVU.
4. If request is approved, Requestor submits contact details of the individual authorized to sign the Database Release Agreement.
5. Requestor submits the executed Database Release Agreement and Shipping Information.
6. WVU ships the biometric data to the Requestor

Upon receiving your request, we will provide the Certification letter document that must be filled out and returned to us. Your request, along with the certification letter, will be submitted for approval to the WVU committee. If the release of the biometric data set is approved, the Database Release Agreement is sent to the contact provided in step 4 of the release protocol. Upon receiving the signed Database Release Agreement, we will send the biometric data to the shipping address provided in step 5. The biometric data is released on DVDs or external hard disks.

## Requirements

- A) The person requesting the data will need to have a permanent employment status at the institution, organization, or university. In addition to the requestor, the Certification letter and the Database Release Agreement have to be reviewed and signed by the individual or entity authorized to make legal commitments on behalf of the institution or corporation. Your institution's legal office must review and execute the Release Agreement.
- B) The requestor must use the email address given to him/her by the institution. Email addresses from hotmail, yahoo, google etc. should not be used.

## Shipping

We distribute our datasets as they become available as a service to the research community. We receive no external support to undertake this distribution. As a result, we ask requestors of our data to cover all shipping costs and shipping arrangements. Due to the volume of requests we receive for data, we are unable to deviate from this policy and to date, we have had no issues from our requestors.

There are a variety of mechanisms you can use to arrange for shipping:

- 1) prepaid envelope
- 2) FedEx account number
- 3) DHL account number
- 4) UPS account number

**We do not accept money transactions between bank accounts.**

These mechanisms have been used effectively to receive our datasets without incident. We look forward to being able to share our datasets with your.