

MISSING ADULT CHECKLIST

- Double check with friends, family, work, and school that the person is missing and not just on a vacation or on a leave of absence.
- Contact the local, county, or state law enforcement agency to make a missing person report (you do *not* have to contact all three if one opens an investigation).
- Ask the law enforcement agency to open a missing person investigation.
- Obtain a case number or copy of the report, if possible.
- Ask for the detective or investigators name and extension number or direct line.
- Ask the police department to enter the missing person's information into the National Crime Information Center's (NCIC) database and obtain the NIC number, if possible (starts with "M" followed by nine numeric digits, M-123456789).
- Provide as much information as possible on the person's behavior and whereabouts prior to the disappearance. It is very important to be honest with the investigators.
 - Did the person take any personal belongings like money, wallet, or purse?
 - Check for a letter or note that may have been left.
 - Did the missing person say they would be traveling elsewhere or meeting anyone?
- Notify the National Center for Missing Adults at 1-800-690-FIND.
- Notify your state clearinghouse, if they register missing adults (National Center for Missing Adults can assist you with finding the phone number).
- Notify other non-profit organizations that assist with missing adults.
- Circulate missing person posters of the missing adult except in locations prohibited by city codes. Ask the managers or owners of convenient stores, malls, businesses, and other high traffic areas to post a flyer of the missing person.
- Contact hospitals, jails, and medical examiners in the area and give them a flyer.
- Ask for additional referrals or support group information to find out if what worked for other families may work for you.
- Find out your state's laws on victim's rights because you may be entitled to certain privileges as the family member of a missing loved one.
- Notify the law enforcement agency of any tips, leads, or if the missing person is located.
- Notify the clearinghouses and non-profit organizations of any updates or if the missing person is located.

Checking in with the Investigator Periodically

- Don't be afraid to ask questions but remember the investigator can't always release all the information because they don't want to jeopardize the case and make it less likely to find your missing loved one.
- Ask how you can help (posting law enforcement approved flyers, contacting other organizations, etc.).
- Ask if the investigators need DNA, fingerprints, or dental records.
- Verify that the missing person is still entered in NCIC.
- Update the law enforcement agency and missing person organizations with your contact information (like mailing address, e-mail, and home, work, or cell phone numbers) if you move or have them changed.
- Remember that it is important for you to work cooperatively with your investigator.

General Tips

- E-mail is helpful to relay information to many people at once with updates.
- Don't be afraid to ask a trusted family member or friend to help relay the information to other organizations.
- Never use your own contact information like phone numbers or address on a missing person poster because it could put you in a vulnerable position.
- Keeping notes of your important conversations is helpful to refresh your memory.

Frequently Called Numbers

Law Enforcement Agency: _____
Investigator: _____ Phone: _____
Case #: _____ NIC #: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
E-mail: _____ Fax: _____

National Clearinghouse: Center for Missing Adults
Case Manager: _____ Phone: 800-690-3463 or 602-944-1768
Address: 2432 W. Peoria Ave., Suite 1286
City: Phoenix State: AZ ZIP Code: 85029
E-mail: _____ Fax: 602-944-1750

State Clearinghouse: _____
Contact Person: _____ Phone: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
E-mail: _____ Fax: _____

Organization: _____
Contact Person: _____ Phone: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
E-mail: _____ Fax: _____

Organization: _____
Contact Person: _____ Phone: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
E-mail: _____ Fax: _____

Organization: _____
Contact Person: _____ Phone: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
E-mail: _____ Fax: _____

Organization: _____
Contact Person: _____ Phone: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
E-mail: _____ Fax: _____

Organization: _____
Contact Person: _____ Phone: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
E-mail: _____ Fax: _____

Conversation Notes

Person or Organization: _____

Date: _____

Notes: _____

Person or Organization: _____

Date: _____

Notes: _____

Person or Organization: _____

Date: _____

Notes: _____

Person or Organization: _____

Date: _____

Notes: _____

Person or Organization: _____

Date: _____

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Date: _____

Notes: _____
