

Family Abduction Intake Report

Complete the form, save it on your PC and then attach it to an email and send to: missingpersons@dcjs.ny.gov or fax to 518-457-6965.

Person Completing Form:

Last Name First Name Relationship
 Phone E-mail Agency (if applicable)

Legal Guardian Information:

Last Name First Name Relationship
 Street Address City
 State/Zip Code County/Country Home Phone
 Work Phone Cell Phone E-mail

Missing Child Information:

Last Name First Name MI: Sex
 DOB Cell Phone Fingerprints Available Mother's Maiden Name
 E-mail Social Media
 Medical Problems/Medications Utilized
 Child's general interests (i.e., in or outside of school, sports, online, etc)
 Child's personality (i.e., friendly, outgoing, withdrawn, shy)
 Regional or foreign accent or language other than English

Abductor Information:

Is the abductor prone to violence against the child(ren)? Yes No Other adults? Yes No

Last Name First Name Middle Name
 Street Address City
 State/Zip Code County/Country Sex Alias/Nickname
 Race Height Weight Hair Eyes
 Social Security # DOB Age Occupation
 Employer Home Phone Work Phone
 Cell Phone E-mail Social Media
 Physical Characteristics (Scars/Marks/Tattoo/Piercings) Miscellaneous (i.e., physical or mental condition)
 Where Last Seen Date Time

Circumstances which occurred prior to and at the time of disappearance. If known, include the motivation for the abduction (i.e., on-going or pending custody dispute.)

Has the abductor ever indicated that he or she would take the child? Yes No Has he or she done so before? Yes No

If yes, provide details (i.e., when, where, length of time missing, location while missing)

Specify places where the abducting family member lived in the past or expressed in interest in visiting or living (i.e., name of municipality, state and street address.)

Do you believe that any family members, friends or others could be providing aid to the abducting family member? Yes No

Identify possibilities by name and location

Is it believed that others (i.e., new spouse or step-children) may be with the abductor and missing child? Yes No

If yes, identify all by name and provide as much information as possible (i.e., ages, physical descriptions, occupations)

Abductor's general interest Regional or foreign accent or language other than English

Educational level of the abductor. If known, include the names and addresses of schools/colleges attended

Skills, hobbies or general interests that the abductor may have (i.e., computer training, hunting, fishing, sports)

Abductor's prior encounters with law enforcement and the courts (circumstances, locations and approximate dates)

Abductor's financial resources and methods of payments (i.e., cash, credit cards, checks, loans.) Include the names and locations of any financial institutions (i.e., banks, credit card companies) that he or she used prior to the disappearance.

Legal Information: Arrest Warrant Issued For Charge(s)

Court Name Docket #

Custody Decree Yes No Court Name Docket #

Investigating Law Enforcement Agency Information:

Investigating Police Agency Investigating Officer's Name

E-mail Telephone Cell Phone

Cell Phone Agency Case # Report Date Other:

Additional Narrative Information:

The undersigned parent/guardian or spouse (if married student) of *(Print Name of Child/Student)* hereby requests the information pertinent to the disappearance of the above named child/college student and deemed appropriate for release by the law enforcement agency responsible for the investigation of the said disappearance be published and/or circulated by any method subscribed to by the New York State Division of Criminal Justice Services (DCJS), including the use of photographs. I understand this information will be made available to the public, media, other law enforcement agencies, hospitals, social service agencies, shelters, medical examiners and/or other agencies or organizations involved with missing persons. I understand and agree that any or all information supplied by me shall be truthful and I agree to hold harmless any agency or department using, transmitting, or distributing this information for errors or omissions or commissions occasioned by information I supply. I further agree that a photocopy of this authorization shall have the same effect as the original. If available, DCJS can store and upload his/her fingerprints to the Statewide Automated Fingerprint Identification System to assist with developing lead information.

I authorize do not authorize Parent/Guardian Signature