CASE WORKER QUICK REFERENCE GUIDE: MISSING CHILD REPORTS TO NCMEC

When making a missing child report to NCMEC, please be aware that certain information is required for NCMEC to take an effective report. Additional information is requested and helpful to each missing child's case. Please review the below items to help you better prepare for reporting a missing child to NCMEC.

*** Missing Young Adults (MYA)** - *Although no longer considered a child under U.S. federal law, NCMEC can assist with cases of **missing young adults between the ages of 18 – 20 years old** and accept a report from the legal guardian if the young adult remains under **the ongoing guardianship of a state or county welfare agency**. NCMEC will also assist with missing young adult cases **reported by a law enforcement official***.

The following information is *Essential* when reporting a missing child or MYA to NCMEC:

1. Caller information, including full contact information
2. Child's full name
3. Child's date of birth, gender, height, weight
4. Date child went missing
5. City and state from where child went missing
6. Case Worker information including name, agency name, relationship to child (guardianship status), full contact information (telephone number(s) and email address). If you are a service provider, provide the legal guardian information, whether it's a bio family member or an assigned case worker from the agency that maintains guardianship over the child.
7. Law enforcement information including agency name, telephone and missing persons police report number

Other Helpful Information Requested:

1. **Missing Child or MYA**
   - Alias, Nickname
   - School attended
   - Specific missing location
   - Group home information (if applicable)
   - Contact information (e.g. last known home address, email address, cell phone)
   - Child descriptive information (e.g. hair, eyes, scars, marks, tattoos, clothing, jewelry)
   - Child endangerments (e.g. run away before, medical condition, mental health condition, special needs, life threatening condition, on medication, suicidal, self-harm, pregnant, drug/alcohol use, carrying weapon, gang involvement, online enticement/luring)
   - Child internet activity – online activity, user names
   - Circumstances surrounding missing event

2. **Case Worker Information**
   - Supervisor contact Information (telephone number(s) and email address)

1-800-THE-LOST®
CMFC.missingkids.org

NATIONAL CENTER FOR
MISSING &
EXPLOITED
CHILDREN®
CHILDREN MISSING FROM CARE

Page 1 of 2

3. **Companion or Other Person with Information**
   - Name, Alias, Nickname
   - Relationship to the child
   - DOB, gender
   - Descriptive information (e.g. hair, eyes, scars, marks, tattoos, clothing, jewelry)
   - Last known information (e.g. address, telephone phone number(s), email, Driver's license)
   - Any known warrant information
   - Endangerments (e.g. run away before, medical condition, mental health condition, special needs, life threatening condition, on medication, suicidal, self-harm, pregnant, drug/alcohol use, carrying weapon, gang involvement, online enticement/luring)
   - Internet activity – online activity, user names
   - Circumstances surrounding missing event

4. **Law Enforcement Information**
   - Date/time reported
   - Assigned Officer (if known)
   - Unit/Area/Precinct
   - Email address, fax number

5. **Vehicle Information**
   - Make, model, year, color, VIN, Tag
   - Owner of vehicle

6. **Additional Information**
   - Is there any concern of exploitation or trafficking of the child?
   - Does child have any unexplained items (examples: money, hotel keys, prepaid credit cards, additional phones), access to high cost items (hair or nails done, jewelry or clothing)
   - Does child have a history of sexual or physical abuse, stripping, pornography, or sex trafficking
   - Are there any known pimps; older, controlling boyfriends/girlfriends; or gang affiliations
   - Is there any indication that child has traded sex in exchange for place to sleep, drugs, or money, food, something of value, or been traded by anyone including family members
   - Known direction of travel
   - Places they may frequent
   - Did they take any belongings with them