

## **TEXAS DEPARTMENT OF PUBLIC SAFETY**

### **AMBER ALERT REQUEST FORM**

Fax (512) 424-2281 or (512) 451-2291; and Call (512) 424-2277 or 2208

**MAXIMUM ACTIVATION - 24 HOURS**

#### **Reporting Agency Information**

*\*Required Fields in red with an asterisk*

☐ INITIAL ☐ UPDATE

\* Request

\* Date of Request

\* Name of Reporting Agency

\* Contact number for Reporting Agency

\* Fax number for Reporting Agency

\* Name/Title of Investigating Officer

\* Cell phone number for Investigating Officer

\* Phone number for media inquiries

#### **Activation Criteria:**

1. (A) Is this child 17 years of age or younger, whose whereabouts are unknown, and whose disappearance law enforcement has determined to be unwilling which poses a credible threat to the child's safety and health; and  
if abducted by a parent or legal guardian, was the abduction in the course of an attempted murder or murder?  
**OR**  
(B) Is this child 13 years of age or younger, who was taken (willingly or unwillingly) without permission from the care and custody of a parent or legal guardian, by:  
(i) someone unrelated and more than three years older,  
**or**  
(ii) another parent or legal guardian who attempted or committed murder at the time of the abduction?  
☐ YES ☐ NO **IF THE ANSWER TO 1(A) OR 1(B) IS YES, CONTINUE:**
2. Is this child in immediate danger of sexual assault, death or serious bodily injury?  
☐ YES ☐ NO **IF THE ANSWER TO 1 & 2 ABOVE IS YES, CONTINUE:**
3. Has a preliminary investigation verified the abduction and eliminated alternative explanations for the child's disappearance?  
☐ YES ☐ NO **IF THE ANSWER TO 1, 2 & 3 ABOVE IS YES, CONTINUE:**
4. Is sufficient information available to disseminate to the public to help locate the child, a suspect, or the vehicle used in the abduction?  
☐ YES ☐ NO

❖ **IMPORTANT: DO NOT SEND THIS FORM TO DPS UNLESS YOU MEET ALL FOUR CRITERIA ABOVE. If activated, your request is only valid for a 24 hour period.** All extension requests must be made by contacting (512) 424-2277 or 2208 before the last 23 hour State Operations Center reminder.

Abduction Date:

Time:

Last known location:

#### **VICTIM DATA**

NIC #:

Name:

Age:

Sex:

Race:

DOB:

Height:

Weight:

Eyes:

Hair:

Clothing:

Unique Physical Characteristics:

#### **SUSPECT DATA**

Name:

Age:

Sex:

Race:

DOB:

Height:

Weight:

Eyes:

Hair:

Clothing:

Unique Physical Characteristics:

#### **VEHICLE DATA**

Make:

Model:

Year:

Color:

LP-State:

Number:

Any other descriptors:

# Request Form Instructions

## Option 1:

### Submit Request via Email

1. All request forms can be completed online using **Internet Explorer and Safari**. All other internet browsers will require the user to save the request form to the desktop and complete using **Adobe Reader**.

**If you do not have Adobe Reader**, you can get a free version [here](#).

2. Once the request form has been completed online or in Adobe Reader, save the final version to the desktop.
3. Select the "Send Request to State Operations Center" button within the request form, launching an email addressed to [SOC@dps.texas.gov](mailto:SOC@dps.texas.gov). The email will contain the completed request form (as an attachment), and is now ready to be sent to the State Operations Center.

**Note:** If the email fails to launch, you will need to manually create a new email message and attach the request form.

4. Contact the State Operations Center at (512) 424-2277 or (512) 424-2208 to verify receipt of the email request.

## Option 2:

### Submit Request via Fax

1. Save the request form to the desktop.
2. Complete the request form in Adobe Reader.

**If you do not have Adobe Reader**, you can get a free version [here](#).

3. Save the final version of the request form to your desktop.
4. Print and fax the request form to the State Operations Center at (512) 424-2281 or (512) 451-2291.
5. Contact the State Operations Center at (512) 424-2277 or (512) 424-2208 to verify receipt of the faxed request.