

Figure: 37 TAC Section 9.42

TEXAS DEPARTMENT OF PUBLIC SAFETY
ENDANGERED MISSING PERSONS 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. Has the missing person been diagnosed with an Intellectual Disability (Diagnosis could refer to what was previously described as Mental Retardation) and/or a Pervasive Developmental Disorder, including Asperger's Disorder, Autistic Disorder, Autism Spectrum Disorder, Childhood Disintegrative Disorder, Rett's Disorder or a Pervasive Developmental Disorder (Not Otherwise Specified)?

If the missing person has been diagnosed with an Intellectual Disability, law enforcement shall require a written diagnosis from a physician or psychologist licensed to practice within Texas, or certified by the Texas Department of Aging and Disability Services and/or Texas Department of State Health Services. *Written diagnosis could indicate the physician or psychologist was certified by the former Texas Department of Mental Health and Mental Retardation.*

YES NO

2. Is it confirmed that an investigation has taken place, verifying that a reasonable explanation for the missing person's disappearance has been ruled out and that the disappearance poses a credible threat to the health and safety of the missing person?

YES NO

3. Is the Endangered Missing Persons Alert request being made within 72 hours of the missing person's disappearance?

YES NO

4. Is there sufficient information available to disseminate to the public that could assist in locating the missing person? (Highway signs will be activated only if accurate vehicle information is available AND it is confirmed that the missing person was in the vehicle at the time of the disappearance.)

YES NO

❖ **IMPORTANT:** Agencies are responsible for accurately answering the above questions. The Department of Public Safety will verify circumstances of each request to ensure criteria have been met. Do NOT send request if the answer is NO to ANY of these questions. **If activated, your request is only valid for a period of 24 hours.** You will be contacted 12 hours, 18 hours, and 23 hours after activation. Any extension must be requested prior to or during the 23 hour reminder from the State Operations Center. Contact (512) 424-2277 or 2208 for all extension requests.

Date of last contact:

Time:

Last known location:

MISSING PERSONS DATA

NIC #:

Name:

Diagnosis:

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. 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.