

Missing Person Record NamUs Certification What You Need to Know

The Law:

§ 837-e Statewide Central Register for Missing Children.

1-b. The division shall transmit the report of the missing child to the National Missing and Unidentified Persons System (NamUs) no later than thirty days after entry of a report of a missing child into the register whenever circumstances indicate that the missing child may be at immediate risk of death or injury, or may be a match to a record maintained in the NamUs unidentified person database and **within one hundred eighty days in any other case.**

§ 837-f-2. Missing adults

The division shall transmit the report of the missing adult to the National Missing and Unidentified Persons System (NamUs) within thirty days after entry of a report of a missing adult into the register whenever circumstances indicate that the missing adult may be at immediate risk of death or injury, or may be a match to a record maintained in the NamUs unidentified person database and **within one hundred eighty days in any other case.**

New eJustice Portal Requirement:

The New York State Division of Criminal Justice Services (DCJS) requires the entering agency of missing person records in the eJustice Portal Missing Person Record System, which are active 180 days or more to certify that the record data should or should not be transmitted to NamUs. Once the certification has been completed, the record data will be transmitted via DCJS to NamUs. Certification is completed in the modify screen.

Fields in the eJustice Portal Missing Person Record that will be transmitted to NamUs

WPR Number	Height
ORI Case Number (OCA)	Weight
Missing Person Condition	Ethnicity
Missing Person Circumstance	Last Known Address OR Missing from Address
Last Name	Case Details/MISC. (MIS)
First Name	Investigating Officer: Last Name, First Name,
Sex	Telephone, E-mail
Race	Last Contact Date
Eye color	Caution/Medical Condition (CMC)
Hair Color	Scars/Marks/Tattoos (SMT)
Birth Date (DOB)	Clothing Description
Missing Person Photograph	

New NamUs Record Certification Process

- 2 NamUs record certification messages are sent to the eJustice Portal Agency Inbox for each missing person record active more than 180 days
 - 160 Days – 1st Certification Message to Agency Inbox
 - 170 Days – 2nd Reminder Message to Agency Inbox
 - 180 Days – Unable to modify until certified
- Records are only certified once

What You Need to Do:

- Monitor the Agency Inbox for record certification notifications
- When a record certification notification is received:
 - Review the record
 - Confirm with the assigned investigator that the person is still missing and the information in the record is correct
- If the record data will be certified to be transmitted to NamUs:
 - Retrieve the record on the modify screen of the eJustice Portal Missing Person System
 - Add the additional required information if it is not already in the record:
 - Last Known Address: City and State
 - Investigating Officer: Name, Email, Telephone Number
 - Place a checkmark in the box:
 - **I authorize to transmit the record data to NamUs**
 - Submit the record.
 - Once the record has been certified to transmit the data the certification cannot be removed
- If the record data will not be certified to be transmitted to NamUs:
 - Retrieve the record on the modify screen of the eJustice Portal Missing Person System
 - Place a checkmark in the box:
 - **I do not authorize to transmit the record data to NamUs**
 - Submit the record
 - If the do not authorize box is marked, the NamUs certification can be modified at any time to authorize transmission of the record data.

Missing Persons Clearinghouse
1-800-346-3543
missingpersons@dcjs.ny.gov
www.criminaljustice.ny.gov



Division of Criminal
Justice Services