



**New York State Missing Child, Missing College Student and  
Missing Vulnerable Adult Alert Procedures  
(Law Enforcement Only)**

The following procedure should be followed by a law enforcement agency when requesting the activation of one of the following alerts: Missing Child, Missing College Student or Missing Vulnerable Adult.

1. E-mail or fax the Alert Submission Form to the New York State Missing Persons Clearinghouse (MPC) at [missingpersons@dcjs.ny.gov](mailto:missingpersons@dcjs.ny.gov) or 518-457-6567.
2. E-mail available photos of the missing person, abductor and/or companion to [missingpersons@dcjs.ny.gov](mailto:missingpersons@dcjs.ny.gov).
3. Call the MPC to confirm receipt of the request and photos at 1-800-346-3543, option 1.
4. Ensure the appropriate entries are made in the DCJS/NCIC database. When requesting a Missing Vulnerable Adult Alert, always use the missing person condition of "Vulnerable Adult."
5. Immediately inform the MPC staff of any updates in the case, including when the missing child or individual has been located.
6. When the case is resolved, MPC staff will e-mail the Post Activation Report to the requesting officer. Complete and submit the report with all known details as soon as possible.

Please note the following:

Agencies are encouraged to contact the MPC to request an alert *as soon as possible*; there is no waiting period required. Alerts are most effective when activated as early as possible during the course of an investigation, especially when a missing person is believed to be traveling in a known vehicle.

Missing Child, Missing College Student and Missing Vulnerable Adult alerts have a maximum activation period of 72 hours.

If the case remains unresolved after that timeframe, the Alert will be converted to a standard missing person case. DCJS will continue to publicize the case on its website: [www.criminaljustice.ny.gov/missing](http://www.criminaljustice.ny.gov/missing) until the missing child or individual has been located, at which time a cancellation notice will be sent. If New York State Thruway and state Department of Transportation (DOT) highway signs are used to broadcast the alert, those signs are activated for a maximum of eight hours.

### **The Missing Child/College Student Alert Program**

The [New York State AMBER Alert](#) plan is activated when an investigating law enforcement agency has reasonable cause to believe that an abduction of a child under the age of 18 has occurred **and** the child is believed to be in danger of serious bodily harm or death, either due to the actions of another or due to a proven mental or physical condition.

When a missing child under the age of 21 or a college student of any age is deemed to be endangered, but the case does not meet AMBER Alert activation criteria, the **Missing Child/College Student Alert Program** is available. A missing child or college student can be at serious risk of bodily harm or death without an abduction occurring. For example, children with Down syndrome, autism or other medical conditions can be at an extreme safety risk if they go missing.



When a **Missing Child/College Student Alert** is activated, information about the missing child or college student is distributed electronically to the appropriate region/regions in the state (see the alert region map, below) to every police agency, television and radio stations and newspapers, Thruway travel plazas/toll barriers, airports, bus terminals, train stations, border crossings, individuals who have subscribed to receive alerts and others within minutes.

When a vehicle is involved in the disappearance, the Thruway and state DOT are notified and post alert messages on highway signs.

Information about the missing child/college student also is posted to the DCJS website ([www.criminaljustice.ny.gov](http://www.criminaljustice.ny.gov)) and [National Center for Missing and Exploited Children](http://www.nccmec.org) (NCMEC) website.

### The Missing Vulnerable Adult Alert Program

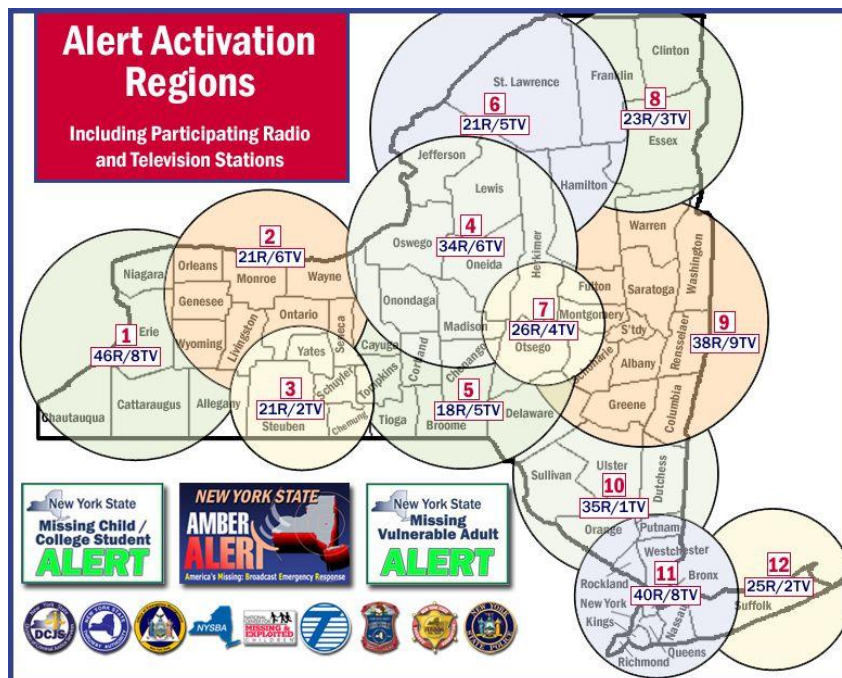
The **Missing Vulnerable Adult Alert Program** is activated when an adult who is at least 18 years old with Alzheimer’s disease, dementia, autism or other cognitive disorder, a brain injury or a mental disability is reported missing and is at credible risk of harm.



The **Missing Adult Alerts** follow the exact process as described above for **Missing Child/College Student Alerts**. Only law enforcement agencies can contact the Missing Persons Clearinghouse and request these alerts.

### Other resources available to law enforcement agencies investigating urgent missing person cases:

- NYS Department of Environmental Conservation Forest Rangers: 518-408-5850
- NYS Federation of Search and Rescue: 1-866-669-9727
- A Child is Missing (a reverse 911 calling system for children or vulnerable adults): 1-888-875-2246
- National Center for Missing & Exploited Children: 1-800-843-5678 (1-800-THE LOST )



New York State Division of Criminal Justice Services  
 Missing Persons Clearinghouse  
 80 South Swan St. , Albany, New York 122101  
 800-346-3543 or [missingpersons@dcjs.ny.gov](mailto:missingpersons@dcjs.ny.gov)  
[www.criminaljustice.ny.gov/missing](http://www.criminaljustice.ny.gov/missing)