



NIC # _____

OCA # _____

NCIC

MISSING PERSON / JUVENILE ENTRY

Time report taken _____

Date Last Seen _____

FBI/SBI requirements: NCIC entry within 2 hours is mandatory for all missing persons under the age of 21. If two-hour window not met, explain why:

- ____ Enter Missing Person with Disability (EM-D) Use Caution:
____ Enter Missing Person Involuntary (EM-I)
____ Enter Missing Person Endangered (EM-E)
____ Enter Missing Person Juvenile (EM-J) Must have DOB AND DOE
____ Enter Missing Person Other (Missing Adult Does not meet above criteria)

Name _____ Sex _____ Race _____
 First Middle Last

Place of Birth _____ DOB ____/____/____ Height _____ Weight _____

Date of Emancipation _____ Eye Color _____ Hair Color _____ Skin Tone _____

Social Security Number _____ / _____ / _____ FBI Number _____

Miscellaneous Numbers _____ OL Number _____ OL State _____ Year Expires _____

Scars, Marks, Tattoos, Etc. _____ Photo Available Yes/No

Last seen wearing _____

Vehicle Information

License Plate _____ State _____ Year _____ Plate Type _____

VIN _____ Year of Vehicle _____ Make _____ Model _____

Style _____ Color _____

Requesting Officer _____ **Unit#** _____ **Date** _____

Entered by _____ Second Party _____ Date _____

Revised Dec 12, 2025

