

# ***Missing Child Response Plan:***

***For***

Children Represented in the Plan: \_\_\_\_\_

Date Developed: \_\_\_\_\_

Last Modified: \_\_\_\_\_

Next Update Due: \_\_\_\_\_

***A pre-plan for caring families to respond to a  
missing child incident***

*This document has been reviewed and approved by the Houston Police Department,  
Harris County Sheriff's Office, and member law enforcement agencies in the Southeast  
Texas Child Abduction Response Team.*

TEXAS



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# Table of Contents

Preparation and Prevention .....	1
<i>Getting Ready</i> .....	1
<i>Monthly Updates</i> .....	1
<i>Annual Updates</i> .....	2
Investigation.....	2
<i>Immediately</i> .....	2
<i>Have on Hand to Provide to Police</i> .....	3
<i>What to Expect From the Police</i> .....	4
<i>Questions to ask Police</i> .....	5
Your Search.....	6
<i>Creating and Distributing Flyers</i> .....	6
<i>Where to Post Flyers</i> .....	6
<i>Searching for Your Child</i> .....	7

- APPENDIX A: IMPORTANT NUMBERS
- APPENDIX B: MISSING CHILD DATA SHEET
- APPENDIX C: CHILD'S FAMILY TRE
- APPENDIX D: PHONE LOG

# PREPARATION AND PREVENTION

## Getting Ready

**Complete a child identification kit for each child in your family.**

- Attend a Missing Child Awareness Prevention and Education class offered by the Texas Center for the Missing ([www.thetexascenter.org](http://www.thetexascenter.org))
- Identify a non-family member who can vouch for your child (especially teens) to emphasize to law enforcement your child is not a candidate for running away from home (see Appendix A).
- Make a list that includes the names, addresses, emails, and telephone (including cell) numbers of your child's close friends—and their parents when possible (see Appendix A).
- Develop your household's internet safety rules and identify the ramifications of violations. Review these rules with your children and post in a public place near the computer (contact Texas Center for the Missing for a sample).
- Know what the internet rules are at the homes of your children's friends.
- Secure all passwords to your child's chatrooms and blogs.
- Take a digital photo of your small children as you leave for crowded places like carnivals and malls so that you have a record of what your child is wearing.
- Complete all Appendices in this Missing Child Response Plan Booklet.
- Should the need ever occur, you should be prepared to instantly search your home and surrounding area (rain or shine; day or night).
  - Have a flashlight ready with batteries for night-time searches.
  - For inclement weather, keep season-appropriate apparel convenient.
  - Have duplicate keys made to any and all lockable rooms, sheds, etc., that may be attractive to a small child. Store them in a safe place and label each one.
  - If you have a cell phone, purchase an extra battery and keep it charged.
  - If your child has a credit card, keep a copy of it with this notebook (black out the expiration date).

## Monthly Updates

- Review [www.nsopr.gov](http://www.nsopr.gov) and <https://records.txdps.state.tx.us/soSearch/default.cfm> for sex offenders in your neighborhood. For older children, show them these offenders and teach them why these individuals should be avoided.
- Print out the list of sex offenders each month to have on-hand in case an investigation is ever needed.

## Annual Updates

- Update the child identification kit for each child in the family—especially photos, height, weight, and medications.
- Review and update all appendices in this manual.
- Choose a new family safety word and review when to use it.
- Review internet safety rules and safe practices with your children (visit [www.thetexascenter.org](http://www.thetexascenter.org) for additional information).
- Actively search the Web for references to your child, each of their user names, blogs, and email addresses to ensure they are not revealing too much information about themselves and/or your family.

## INVESTIGATION

*If the worst should happen, be prepared. Ultimately, you are your child's best advocate. Remain calm and call someone to be your support system as well as an additional advocate for your child.*

### Immediately

- Call the Police - Dial 911.** When your call is answered by the police or sheriff's department, give your full name, your exact location, and say very clearly, "I want to report a missing child." Ask that a law enforcement officer be sent to your location immediately.
- Search, But Do Not Touch.** Do not clean, tidy up, or move anything while you wait for the police to arrive. You may not realize it, but your home, your child's car, or your child's possessions might contain valuable clues that will aid the police in their search. Even trash may contain hidden clues that a trained professional can understand.

**Do not disturb anything in the child's room or allow anyone to enter it. If nothing else, it has your child's fingerprints, and the police may need them.**

Look very carefully under/inside/behind furniture (especially beds), in closets, storage sheds, attics, roofs, laundry rooms, cabinets, wells, culverts, and in any container with a lid or door that may close behind your child (e.g., an old refrigerator, a storm cellar, or a large storage box). Search at your neighbors' homes with the same amount of care especially in pools or other places that are attractive to a child.

- Call your child's friends and ask when they last saw or talked to your child.
- Note if any vehicles are missing and when they were last filled with gas (see Appendix B), especially if the missing child is a teenager.

## Have on Hand to Provide to Police

- Provide your completed child identification kit and/or Missing Child Data Sheet (see Appendix B), including your child's full birth name, nickname, and age, cell phone number, and most recent photo.

**Keep additional copies or a digital copy of photos and identifying information to share with missing child organizations that you may contact.**

Provide your child's current height, weight, body build, hair color and length, eye color, visible birthmarks, and a description of any disabilities or prescription medications. Also confirm parents' names, addresses and telephone numbers at home and at work. If the parents are separated or divorced, give all of this information about both sets of parents (see Appendix C).

Be sure to mention any special identifiers that your child may have: scars, tattoos, braces, eyeglasses, pierced ears, etc. Describe the clothing in which your child was last seen (see table in Appendix B). If you have a recent video of your child, provide that to police as well.

- Provide a list of your child's friends and their contact information (see Appendix A).
- Provide the time of the disappearance and have all details of the case as you know it on-hand.
- Give the time of day and location that your child was last seen (see Appendix B). Identify nearby landmarks, street names, buildings or business signs to ensure that the officer understands the exact location.
- Describe your search in specific words, such as "in the bedroom and hall closets," "under four beds," etc. If there is time, list the places you searched on a piece of paper and give it to the police.
- If someone claims to have seen your child abducted, be sure that that person stays right where he or she is, to be available to speak with the police as soon as they arrive (see Appendix B).
- If your child was abducted in a vehicle, give as much information about the vehicle as you can. Identify its color and body style with words such as "van," "sports utility vehicle," "2-door," etc. If you didn't recognize the make and model of the vehicle, look around for something similar, to give the police an idea what to look for.

**Identify the Person Last in Contact with your child:** \_\_\_\_\_

**Phone Numbers for That Person:** \_\_\_\_\_

**Identify the Place Last Seen:** \_\_\_\_\_

- ❑ Provide an accurate and honest account of the circumstances surrounding your child’s disappearance. Do **NOT** omit details that you deem insignificant or embarrassing. Withholding information can delay finding your child and prolong the danger they face.
- ❑ Provide the names and dosages of any medications your child regularly takes. Tell when they were last taken and when the next dose is due.
- ❑ Help the police to really know your child as you do. Have a non-family member who has agreed to vouch for your child on-hand when the police arrive (i.e., advocate listed in Appendix A).
- ❑ Find this information for investigators:
  - Does your child have a cell phone? Call the cell phone company and find out who they have been calling and from where. Does the phone have GPS? Is it activated? Is the cell phone with your child?
  - Does your child have credit cards? Call the credit card company(ies) to check activity.
  - Was the child last seen with an adult or a significantly older child?
  - Does your child have a Metro bus pass?
  - Has anyone suspicious been paying undue attention to your child?
  - Has your child’s behavior changed significantly recently (e.g., change in sleep habits, attitude, or depression)?
  - Is there anyone (a friend, babysitter, neighbor, or relative) whom you have not been able to contact regarding the whereabouts of your child?
  - Report your child’s internet habits, including favorite websites, blogs, MySpace page, etc.
- ❑ The investigating officer will ask for your child's records (e.g., school, medical, and dental), as well as any divorce decrees or custody orders. If applicable, contact the non-custodial parent and provide the police with the other parent’s name and phone number (see Appendix C). Have these on hand when the police arrive.

**Mention any extenuating circumstances that may put your child at risk: prescription medications, an angry or threatening ex-boyfriend/girlfriend, mental/physical challenges, battles with depression, etc.**

### What to Expect From the Police

- ❑ They will ask tough questions: “Has there been a bad divorce?” “Has your child run away before?” “Has family violence been a problem?” “What about drug use?” Do not be offended by these questions, but answer each one calmly and honestly for your child's sake.

- The police will search your child's room. They may take some of your child's possessions—hairbrush, toothbrush, shoes, and worn garments—for fingerprinting or for DNA analysis. They may place some articles in paper bags, which they may use to give search dogs your child's scent.
- If your child used a computer, PDA, cell phone, or a programmable calculator, it may be searched and confiscated for clues.
- Before they gather any objects, the police may ask you to scrutinize the child's room for missing articles which would indicate that your child has run away: toothbrush, favorite shoes, or a diary. Look carefully and ***report honestly***.
- The police may call upon other resources to help: search dogs, helicopters with heat-sensing devices, neighborhood watch groups, special search organizations, etc.

### Questions to ask Police

- My Case #: \_\_\_\_\_
- My NCIC #: \_\_\_\_\_  
*If there is not one, request that your child be listed in the NCIC (National Crime Information Center) immediately. This is important so that if your child's name is run through this system for **any** reason by **any** law enforcement agency it will show that your child has been reported as missing.*
- My assigned officer's name is: \_\_\_\_\_  
Rank: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Badge #: \_\_\_\_\_
- Law Enforcement Agency: \_\_\_\_\_
- What is the current plan of Action? \_\_\_\_\_  
*Ask the officer who will follow up and when you can expect to hear from them.*
- Who is my contact at the law enforcement agency's Victims Assistance team?  
\_\_\_\_\_
- Request that a Critical Reach flyer be made and distributed to appropriate law enforcement agencies and the media. If available, ask for a copy of the Critical Reach flyer for your own use.
- Ask if "A Child is Missing" is operational in your jurisdiction.
- Ask if the Amber Alert notification system is appropriate in your case.
- Ask if your case qualifies for services from the Southeast Texas Child Abduction Response Team or Southeast Texas Search and Rescue Alliance.
- Ask if a B.O.L.O. (be on the look out) will be issued and to whom.
- Ask for a property receipt for any items confiscated by the police.

# YOUR SEARCH

*If the worst should happen, be prepared. Ultimately, you are your child's best advocate. Most of the hard work, time, and energy put into finding your child will come from you. **If you leave your home, always carry your cell phone (fully charged) and have someone at home to answer the phone and keep a call log.***

## Creating and Distributing Flyers

- Don't put personal addresses or phone numbers on the flyer, use the law enforcement agency and/or CrimeStoppers contact information.
- Use the most current photo and one that gives the most accurate portrayal of your child. Glamour Shots do not provide the best likeness.
- Enlist the help of your friends, child's friends, members of your church, PTA, and neighbors to distribute flyers. Contact Texas Center for the Missing for additional resources (e.g., copying, volunteers, etc.).
- Consider including a personal message to your child.
- Post a message on Covenant House-Texas's "9-line" 1-800-999-9999.
- Families can create their own flyer by using the flyer creation tool on the Laura Recovery Center website at [www.LRCF.org](http://www.LRCF.org).

## Where to Post Flyers

Always ask permission to post flyers. Some businesses are not allowed to post flyers. Be appreciative and ask where they could put the flyer for their employees to see. Places to post:

- Places your child regularly visits (e.g., Starbuck's, internet cafes)
- Fast food restaurants
- Shopping malls
- Convenience stores
- Gas stations
- Truck stops/rest stops
- Bus stops
- Movie theaters
- Arcades
- Local teen hangouts
- Hotels and motels
- Shelters (e.g., Covenant House)
- Food banks
- Chambers of Commerce and their members
- Local and regional law enforcement agencies
- Child related businesses
- Hospitals
- Doctor's offices
- Apartment complexes
- Airports
- Rental car agencies

## Searching for Your Child

- If parents of the child are not living together, contact the other parent concerning the whereabouts of, or contact with, your child.
- Contact all family members (see Appendix C) and ask if they have heard from your child.
- Contact your child's friends (see Appendix A). Ask when they last talked to or saw your child. Express sincere concern for your child and state that the child is not in trouble. Ask them for additional names, phone numbers, and/or email addresses of anyone who might know something about the whereabouts of your child. Check back in a few days to get updates.
- Keep a phone log (see Appendix D). Write down all calls made and received. Make note of any hang-ups. Leave an answering machine on when you are away from the phone and keep your cell phone on at all times.
- If you have Caller ID, note any unusual numbers. Other options that may be helpful include: Call Waiting and last Call Return (\*69 in most areas). If you do not have Caller ID, contact your phone company and request it immediately.
- Review phone and cellular bills for any numbers that you don't recognize.
- Check your child's computer activity. Keep in mind your child may have used a friend's computer or a computer at school or a public library to communicate with someone.
- Contact your child's school and school safety department. Ask them to become involved in the search for your child. Ask if there are any other children missing. Ask if they are aware of any incidents or confrontations the child may have had prior to the disappearance.
- Check school lockers, gym lockers, backpacks, books, and notebooks for telephone numbers, notes, addresses, locations, receipts—anything that might indicate where your child has gone.
- Check credit card, bank, or ATM activity. Account for all of your own credit cards, checks and money. If child was employed, check with employer. When was child last paid?
- Check the house to see if anything is missing (clothing, weapons, photos, address books, items that could be pawned, etc.).
- Check area hospitals, clinics, morgues, jails, Child Protection Services, Division of Family Services, etc.
- Search the internet and look for anyone using your child's email addresses.

*In addition to this packet, keep a notebook and record all information on the investigation. Note dates, times, and anyone you talk to. Ask each person for the name of someone else you should talk to that might know something about your child's disappearance.*

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**REMEMBER: You Are Not Alone.**

- 1. Don't Wait.**
  - 2. Call your local police department.**
  - 3. Call the Texas Center for the Missing at 713.314.3644 for a copy of *When Your Child is Missing: A Family Survival Guide*.**
  - 4. If you believe your child has runaway, contact the Covenant House "9-Line" to leave a message: 1-800-999-9999.**
-



# APPENDIX B: MISSING CHILD DATA SHEET

*Reproduce and complete this form for each child in your home. Most sections can be completed prior to a missing child incident.*

## **General Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Nickname, Maiden, or Other Name: \_\_\_\_\_  
SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Current Age: \_\_\_\_\_ Age Went Missing: \_\_\_\_\_ Appearance Age: \_\_\_\_\_  
Birth Hospital: \_\_\_\_\_  
Birth State: \_\_\_\_\_ Birth City: \_\_\_\_\_  
Citizenship: \_\_\_\_\_ Race: \_\_\_\_\_ Gender: \_\_\_\_\_  
Height: \_\_\_\_\_ Weight \_\_\_\_\_ Size for Age (Small, Ave., Large): \_\_\_\_\_  
Hair Color, Style, and Length: \_\_\_\_\_  
School Name: \_\_\_\_\_ School Address: \_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher(s): \_\_\_\_\_

## *Primary/Permanent Residence:*

Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## *Other Residence:*

Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Child Sleeping Habits: \_\_\_\_\_  
Child Study Habits: \_\_\_\_\_  
Child Playing and Entertainment Habits: \_\_\_\_\_  
After-School and Sport Activities: \_\_\_\_\_

## **Eyes:**

Eye Color: \_\_\_\_\_ Vision Rating: \_\_\_\_\_ Glasses?:  Yes  No  
Contact Lenses?:  Yes  No Colored?:  Yes  No Color: \_\_\_\_\_

## **Teeth:**

Appearance: \_\_\_\_\_ Braces?:  Yes  No  
Dentist Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_

**Medical:**

Blood Type: \_\_\_\_\_ Disability(ies): \_\_\_\_\_  
Doctor: \_\_\_\_\_ Address/Phone: \_\_\_\_\_  
Medication(s): \_\_\_\_\_ Expire(s): \_\_\_\_\_  
Mental Health: \_\_\_\_\_ Treatment(s): \_\_\_\_\_

**Identifying Features:**

Skin Complexion (Dark, Medium, Light, Yellow, Ruddy): \_\_\_\_\_  
Scars: \_\_\_\_\_  
Birth Marks: \_\_\_\_\_  
Tattoos: \_\_\_\_\_  
Right- or Left-Handed: \_\_\_\_\_ Hearing Impaired:  Yes  No Speech Impaired:  Yes  No  
Accent: \_\_\_\_\_  
Abnormalities/Distinguishing Features: \_\_\_\_\_  
Commonly worn jewelry and location on body where worn: \_\_\_\_\_

**Identification Methods:**

Fingerprints Available: \_\_\_\_\_ Date Taken: \_\_\_\_\_  
Footprints Available: \_\_\_\_\_ Date Taken: \_\_\_\_\_  
Photograph Available: \_\_\_\_\_ Date Taken: \_\_\_\_\_

**Name, address, telephone number(s), and email address(es) for:**

Spouse/Boyfriend/Girlfriend: \_\_\_\_\_  
\_\_\_\_\_

Current Employer: \_\_\_\_\_  
\_\_\_\_\_

Previous Employer: \_\_\_\_\_  
\_\_\_\_\_

Babysitters: \_\_\_\_\_  
\_\_\_\_\_

Regular visitors to the home: \_\_\_\_\_  
\_\_\_\_\_

**Misc.:**

Driver's License (#, issuing state, license year): \_\_\_\_\_  
Registration, License Plate, make, and year on their car or any other missing vehicle and note when gas tank last filled: \_\_\_\_\_  
\_\_\_\_\_

Names/Locations of financial institutions used (i.e., savings accounts, credit/debit cards, checking, or credit unions): \_\_\_\_\_

Professional Licenses/Certifications (include issuing agency name): \_\_\_\_\_

Child's Favorite Food: \_\_\_\_\_ TV Program: \_\_\_\_\_

Game: \_\_\_\_\_ Clothing \_\_\_\_\_ Toy: \_\_\_\_\_

Pets: \_\_\_\_\_ Hangouts: \_\_\_\_\_

Child's Favorite Place to Visit: \_\_\_\_\_ Hiding Place: \_\_\_\_\_

Other Information Concerning the Child: \_\_\_\_\_

*The following sections need to be completed as soon as a child is believed to be missing.*

**Child's Clothing:\***

Item Type	Style	Size	Color/ Brand Name	Description/Comments
<i>Coat/Jacket</i>				
<i>Pants/Skirt/Shorts</i>				
<i>Shirt/Blouse</i>				
<i>Shoes/Socks</i>				
<i>Sweater</i>				
<i>Hat</i>				
<i>Jewelry/Other</i>				

*\* For each item, give information about color, brand name, pattern, and any tears or mended places. Include accessories: barrettes, ribbons, and earrings, cell phones, beepers, purses, toys, etc. Close your eyes if necessary to help you visualize your child so that you can give this information to the police.*

**Child Last Seen:**

Date/Time Last Seen: \_\_\_\_\_ Location Last Seen: \_\_\_\_\_

Child in the Company of: \_\_\_\_\_

Name of Who Saw Child Last: \_\_\_\_\_

Witness DOB: \_\_\_\_\_ Witness Age: \_\_\_\_\_

Witness Address: \_\_\_\_\_

Witness Phone: \_\_\_\_\_ Witness Email: \_\_\_\_\_

Witness's Relationship to Child: \_\_\_\_\_

## APPENDIX C: CHILD'S FAMILY TREE

### **Mother:**

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

### **Father:**

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

### **Guardian:**

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Relationship to the Child: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

### **Siblings:**

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive/Half: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_

Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive/Half: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive/Half: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive/Half: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive/Half: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

*Mother's Side of Family*

**Grandmother:**

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

**Grandfather:**

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

**Aunts:**

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

**Uncles:**

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

*Father's Side of Family*

**Grandmother:**

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

**Grandfather:**

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

**Aunts:**

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

**Uncles:**

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #s (work, home, and cell): \_\_\_\_\_  
SSN: \_\_\_\_\_ DL: \_\_\_\_\_  
Passport #: \_\_\_\_\_ Occupation/Employer: \_\_\_\_\_  
Biological/Step/Adoptive: \_\_\_\_\_ Living or Deceased: \_\_\_\_\_  
Criminal History: \_\_\_\_\_  
Other Information: \_\_\_\_\_

