



# Virginia State Police

## Investigating Agency Alert Activation Checklist

### Critically Missing Adult Alert



### Activation

Investigate the matter to verify the disappearance or abduction and eliminate alternative explanations.

Enter the missing adult into the Virginia Criminal Information Network (VCIN) and the National Crime Information Center (NCIC) missing person files.

Complete the SP-67 (Virginia Missing Persons Information Clearinghouse Report) and email it to the Virginia Missing Persons Clearinghouse at [vamissing@vsp.virginia.gov](mailto:vamissing@vsp.virginia.gov).

Complete the Virginia Critically Missing Adult Agency Activation Request Form.

- Attach a current photograph of the missing adult and/or suspect.
- Attach the completed SP-67.
- Designate a department contact with information who is available to discuss the alert request (include a name and telephone number).
- Provide sufficient information to disseminate to the public to assist in locating the missing adult.

Email the Virginia Critically Missing Adult Agency Activation Request Form, the SP-67 and any photographs to the duty sergeant at [dutysgthq@vsp.virginia.gov](mailto:dutysgthq@vsp.virginia.gov).

Contact the duty sergeant at 804-674-2026 to confirm receipt of the packet information or if you should have any difficulties transmitting information.

### Update/Cancel Alert

Updated alert information needs to be sent to [dutysgthq@vsp.virginia.gov](mailto:dutysgthq@vsp.virginia.gov).

Immediately notify the duty sergeant at [dutysgthq@vsp.virginia.gov](mailto:dutysgthq@vsp.virginia.gov) with the cancellation request.

Contact the duty sergeant by phone to confirm the receipt of the cancellation request.