

**Instructions for Completing an SP-183**

**Missing Children Form**

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| **Step 1: Locating the Form**  **The agency reporter will:**   1. Follow this link [Form SP-183](https://vsp.virginia.gov/services/forms/#missing)      1. Click the **“Missing**” link on the populated web page      1. Click the Link to Open the SP-183 |
| **Step 2: Missing Children Form Part 1: Missing Child Information**  **The agency reporter will: \*\*Required Fields are highlighted in Red\*\***   1. Fill in the missing child’s last name. 2. Fill in the missing child’s first name. 3. Fill in the missing child’s middle name. 4. Fill in the missing child’s suffix 5. Fill in the missing child’s sex. 6. Fill in the missing child’s race. 7. Fill in the missing child’s place of birth. 8. Fill in the missing child’s date of birth (if known) or approximate age. 9. Fill in the missing child’s height. 10. Fill in the missing child’s eye color. 11. Fill in the missing child’s date of emancipation (if necessary). 12. Fill in the missing child’s weight. 13. Fill in the missing child’s hair color. 14. Fill in the missing child’s skin tone. 15. Fill in the missing child’s scars, marks, braces, tattoos, piercings. 16. Fill in the missing child’s social security number. 17. Fill in the missing child’s Citizenship. 18. Fill in the missing child’s caution/medical condition(s)/medication needed (if necessary). |
| **Step 3: Missing Children Form Part 2: Additional Identifiers**  **The agency reporter will:**   1. Answer Yes or No if the missing child’s dental records are available. 2. Answer Yes or No if the missing child’s fingerprints are available. 3. Fill in the date of the last photo of the missing child. 4. Fill in the missing child’s blood type. 5. Answer Yes or No if the missing child is circumcised. 6. Answer Yes or No if the missing child’s footprints are available. 7. Answer Yes or No if the missing child’s body x-rays are available. 8. Fill in the type of corrective lenses if any. 9. Answer Yes or No if the missing child’s DNA sample is available. 10. Fill in any jewelry the missing child may have with them. |
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| **Step 4: Missing Children Form Part 3: Additional Information**  **The agency reporter will:**   1. Input any additional information such as:    1. Clothing Description    2. Hair Styles    3. Tattoo Description    4. Additional physical descriptors    5. Last known location    6. Means of travel    7. Etc. |
| **Step 5: Missing Children Form Part 4: Incident Information**  **The agency reporter will: \*\*Required fields are highlighted in Red\*\***   1. Fill in the missing child’s date of last contact. 2. Fill in the missing child’s last seen in the company of. 3. Check the applicable condition. |
| **Step 6: Missing Children Form Part 5: Operators Information**  **The agency reporter will:**   1. Fill in the missing child’s operator’s license number. 2. Fill in the missing child’s operator’s license state. 3. Fill in the missing child’s operator’s license expiration year. |
| **Step 7: Missing Children Form Part 6: Vehicle Information**  **The agency reporter will:**   1. Fill in the missing child’s license plate number. 2. Fill in the missing child’s license plate state. 3. Fill in the missing child’s license plate year of expiration. 4. Fill in the missing child’s license plate type. 5. Fill in the missing child’s vehicle VIN number. 6. Fill in the missing child’s vehicle year. 7. Fill in the missing child’s vehicle make. 8. Fill in the missing child’s vehicle style. 9. Fill in the missing child’s vehicle color. 10. Fill in the missing child’s vehicle model. |
| **Step 8: Missing Children Form Part 7: Agency Information**  **The agency reporter will: \*\*Required fields are highlighted in Red\*\***   1. Fill in the agency submitting report. 2. Fill in the agency ORI #. 3. Fill in the agency telephone #. 4. Fill in the originating agency case number. 5. Fill in the investigating officer name. 6. Fill in the investigating officer badge number. 7. Fill in the investigating officer telephone number. 8. Fill in the date/time reported to law enforcement. 9. Fill in the VIC #. 10. Fill in the date entered VCIN/NCIC. 11. Once the child has been found, fill in the date/time cleared from VCIN/NCIC. |
| **Step 9: Missing Children Form Part 8: Information for School Division**  **The agency reporter will:**   1. Fill in the missing child’s name of school last attended. 2. Fill in the missing child’s code number of school last attended. |
| **Step 10: Missing Children Form Part 9: Information for Vital Records**  **The agency reporter will:**   1. Fill in the missing child’s county/city code of birth. 2. Fill in the missing child’s mother’s maiden last name. 3. Fill in the missing child’s mother’s maiden first name. 4. Fill in the missing child’s mother’s maiden middle name. |
| **Step 11: Missing Children Form Part 10: Parent or Legal Guardian Information**  **The agency reporter will:**   1. Fill in the missing child’s parent or legal guardian last name. 2. Fill in the missing child’s parent or legal guardian first name. 3. Fill in the missing child’s parent or legal guardian middle name. 4. Fill in the missing child’s parent or legal guardian street number and name. 5. Fill in the missing child’s parent or legal guardian city. 6. Fill in the missing child’s parent or legal guardian state. 7. Fill in the missing child’s parent or legal guardian ZIP. 8. Fill in the missing child’s parent or legal guardian cell phone number. 9. Fill in the missing child’s parent or legal guardian home phone number. 10. Fill in the missing child’s parent or legal guardian relationship. |
| **Step 12: Missing Children Form Part 11: Certification of Information**  **The agency reporter will: \*\*Required fields are highlighted in Red\*\***   1. Read the Certification of Information section, then under this section:    1. Sign the section.    2. Fill in the date.    3. Fill in the signer’s relationship to the missing child. |
| **Step 13: Missing Children Form Part 12: Authorization for Release of Information**  **The agency reporter will: \*\*Required fields are highlighted in Red\*\***   1. Read the Authorization for Release of Information section, then under this section:    1. Sign the section.    2. Fill in the date.    3. Fill in the signer’s relationship to the missing child.   **Note: Investigating officer must confirm with the family that the information is going to be made public and have the family’s consent to sign the form if possible.** |
| **Step 14**  **SP-183 Missing Children Form Part 13: Submitting Report**  **The agency reporter will:**   1. Open your email. 2. Select new email. 3. In the “**to”** field enter “**vamissing@vsp.virginia.gov**”.      1. In the subject line type “**Missing Person’s Last name, First name**” 2. Select “**attach**.”      1. Select the completed **SP-183**, **the photo(s) of the missing child(ren), and if applicable, the photo(s) of the abductor(s)**.   **Note: hold down the ctrl key to select multiple files**   1. Select ok. 2. In the body of the email give a brief description of the incident. 3. Select send.   **Note: If the email will not send because of the size, send each item individually as a reply**. |
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