

**NYS DIVISION OF CRIMINAL JUSTICE SERVICES
MISSING AND EXPLOITED CHILDREN CLEARINGHOUSE**

RUNAWAY ADDENDUM
(Use with the DCJS Case Intake Report)

REPORTING PERSON INFORMATION

Date: _____ Relationship To Child: _____

Name : Last: _____ First: _____

MISSING CHILD INFORMATION

Name: Last: _____ First: _____ Middle: _____

Date/Time/Where Last Seen: _____

Briefly describe the circumstances which occurred prior to and at the time of disappearance. If known, include the motivation for running away (e.g., disagreements with parents, separation or divorce of parents, desire to be independent or alone with a boyfriend/girlfriend, online acquaintances/activities, gang involvement.)

Has the child ever indicated that he or she would run away? Yes No

Has the he or she ever run away before? Yes No If yes, provide details (e.g., when, where, length of time missing, location while missing.)

Specify places where the child lived in the past (e.g., name of municipality, state and street address.)

Specify places (e.g., states, cities) that the child has expressed an interest in visiting or living.

Do you believe that there is any possibility that any family members, friends or others are providing aid to the runaway(s)?
 Yes No Identify possibilities by name and location.

If applicable, specify the type of employment last held by the child and the employer's name and address.

Describe the child's prior encounters with law enforcement and the courts. Describe circumstances, locations and approximate dates.

Describe any drug, alcohol or other chemical dependencies the child may have.

Describe the child's general interests (e.g., sports, online activities.) _____

Describe any school or out-of-school activities that the child participated in (e.g., YMCA, school or community sports programs.)

Describe the child's personality (e.g., friendly, outgoing, withdrawn, shy.) _____

If the child has a regional or foreign accent or speaks a language other than English, please describe.

Describe the child's strengths and weaknesses (e.g., punctual/tardy, enthusiastic/indifferent.)

Describe the relationship between the child's parents (e.g., adversarial/amicable/violent).

Was there an on-going or pending custody dispute? Yes No If yes, provide details.

ADDITIONAL DETAILS

**This addendum should be forwarded along with a completed "Case Intake Report",
"Authorization To Publicize - Missing Child/College Student" form and photographs to:**

**NYS Division of Criminal Justice Services
Missing and Exploited Children Clearinghouse
4 Tower Place
Albany, NY 12203**

**1-800-FIND-KID
Fax # (518) 457-6965
missingchildren@dcjs.state.ny.us
www.criminaljustice.state.ny.us**