

TEXAS DEPARTMENT OF PUBLIC SAFETY

CLEAR ALERT REQUEST FORM

Call (512) 424-7981 or (866) 786-5972 or Fax (512) 424-7418

MAXIMUM ACTIVATION - 24 HOURS

Reporting Agency Information

*Required Fields in red with an asterisk

INITIAL

UPDATE

* Request

* Date of Request

* Name of Reporting Agency

* Contact number for Reporting Agency

* Fax number for Reporting Agency

* Name/Title of Investigating Officer

* Cell phone number for Investigating Officer

* Phone number for media inquiries

Activation Criteria:

1. Is the individual 18 to 64 years of age, whose whereabouts are unknown?

YES

NO

IF THE ANSWER TO 1 IS YES,

CONTINUE:

2. Has a preliminary investigation verified the adult is in imminent danger of bodily injury or death or is the disappearance involuntary such as an abduction or kidnapping?

YES

NO

IF THE ANSWER TO 1 & 2 ABOVE IS YES,

CONTINUE:

3. Is the CLEAR Alert request within 72 hours of the individual's disappearance?

YES

NO

IF THE ANSWER TO 1, 2 & 3 ABOVE IS YES,

CONTINUE:

4. Is sufficient information available to disseminate to the public to help locate the individual, a suspect, or the vehicle used in the incident?

YES

NO

❖ **IMPORTANT: DO NOT SEND THIS FORM TO DPS UNLESS YOU MEET ALL FOUR CRITERIA ABOVE. If activated, your request is only valid for a 24 hour period.** All extension requests must be made by contacting (512) 424-7981 or (866) 786-5972 before the last 23 hour Department of Public Safety reminder.

Abduction Date:

Time:

Last known location:

VICTIM DATA

NIC #:

Name:

Age: Sex: Race: DOB: Height: Weight:

Eyes: Hair: Clothing:

Unique Physical Characteristics:

SUSPECT DATA

Name:

Age: Sex: Race: DOB: Height: Weight:

Eyes: Hair: Clothing:

Unique Physical Characteristics:

VEHICLE DATA

Make: Model: Year: Color:

LP-State: Number:

Any other descriptors:

Request Form Instructions

Option 1:

Submit Request via Email

1. All request forms can be completed online using **Internet Explorer and Safari**. All other internet browsers will require the user to save the request form to the desktop and complete using **Adobe Reader**.
If you do not have Adobe Reader, you can get a free version [here](#).
2. Once the request form has been completed online or in Adobe Reader, save the final version to the desktop.
3. Select the "Send Request to DPS" button within the request form, launching an email addressed to TXFC@dps.texas.gov. The email will contain the completed request form (as an attachment), and is now ready to be sent to the Department of Public Safety.
Note: If the email fails to launch, you will need to manually create a new email message and attach the request form.
4. Contact the Department of Public Safety at (512) 424-7981 or (866) 786-5972 to verify receipt of the email request.

Option 2:

Submit Request via Fax

1. Save the request form to the desktop.
2. Complete the request form in Adobe Reader.
If you do not have Adobe Reader, you can get a free version [here](#).
3. Save the final version of the request form to your desktop.
4. Print and fax the request form to the Department of Public Safety at (512) 424-7418.
5. Contact the Department of Public Safety at (512) 424-7981 or (866) 786-5972 to verify receipt of the faxed request.