


## STATE REGISTRAR NOTICE

<b>Subject:</b> Reporting of Missing Children	<b>Type:</b> <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Transitory	<b>Number:</b>  <p style="text-align: center;"><b>2022-04</b></p>
<b>Date Issued:</b>  <p style="text-align: center;">June 2, 2022</p>	<b>Audience:</b>  <p style="text-align: center;">PA State &amp; Local Law Enforcement, and PA School Districts</p>	<b>By Direction of:</b>  <p style="text-align: center;">Audrey Marrecco State Registrar</p>

This State Registrar Notice is being issued to update guidance and requirements surrounding the reporting of a missing and/or recovered child<sup>1</sup> as required under the Vital Statistics Law (VSL) of 1953.

### [Reporting of a Missing Child](#)

In accordance with Section 402-A of the VSL, an investigating law enforcement agency<sup>2</sup> shall immediately notify the Bureau of Health Statistics and Registries (BHSR), Division of Vital Records and the child’s last known school district when a child is reported lost, abducted, missing, or runaway.

This investigating law enforcement agency shall submit the notification on their agency’s letterhead in accordance with the following templates:

- [Notification to the Division of Vital Records – Missing Child](#)
  - This letter shall be faxed to 724-656-3224.
- [Notification to School District – Missing Child](#)
  - The investigating law enforcement agency shall contact the child’s last known school district to determine the best method of submitting this letter to the school district.

### [Reporting the Recovery of a Missing Child](#)

The investigating law enforcement agency that reported the missing child shall immediately notify the Division of Vital Records and the child’s last known school district when a missing child is recovered.

This investigating law enforcement agency shall submit the notification on their agency’s letterhead in accordance with the following templates:

- [Notification to the Division of Vital Records – Located Child](#)
  - This letter shall be faxed to 724-656-3224.

<sup>1</sup> A “missing child” is defined as an individual under eighteen (18) years of age who is reported to a law enforcement agency as abducted, lost, missing or a runaway.

<sup>2</sup> “Investigating law enforcement agency” is defined as the Pennsylvania State Police or local police force responsible for investigating missing persons or children reports within the political subdivision where the child was reported lost, abducted, missing or runaway.

- [Notification to School District – Located Child](#)
  - The investigating law enforcement agency shall contact the child’s last known school district to determine the best method of submitting this letter to the school district.

### [Securing the Records of a Missing Child](#)

Upon receipt of a notification of a missing child, the following shall occur in accordance with Sections 403-A and 404-A of the VSL:

#### Actions by the Division of Vital Records

If the child was born in Pennsylvania, the Division of Vital Records shall notate the child’s birth record. If an [Application for a Birth Certificate](#) or any other request related to the child’s birth record is received by BHSR, the Division of Vital Records shall contact the investigating law enforcement agency to determine if the child was recovered. If the child was recovered, the investigation law enforcement agency shall submit a [Notification to the Division of Vital Records – Located Child](#). The Division of Vital Records will then remove the notation from the child’s birth record and respond to the request in accordance with bureau policy.

If the child was not recovered, the Division of Vital Records shall provide the investigating law enforcement agency with information on the identity of the person requesting information from the child’s birth record. The Division of Vital Records and the investigating law enforcement agency will then coordinate a response to the request.

#### Action by School Districts

The school district shall make a notation on the school record of the missing child so that if the child’s school record is requested, the school will be alerted to the fact that the school record is that of a missing child. If the school district receives a request related to the child’s school record, the school district will contact the investigating law enforcement agency to determine if the child was recovered.

If the child was recovered, the investigating law enforcement agency shall submit a [Notification to School District – Located Child](#). The school district shall then remove the notation from the child’s school record and release the requested information in accordance with school policy.

If the child was not recovered, the school district shall provide the investigating law enforcement agency with information on the identity of the person requesting information for the school record of the missing child. The school district and the investigating law enforcement agency will then coordinate a response to the request.

#### **Contact Information for the Division of Vital Records:**

Vital Events Stakeholder Hotline

Phone: 800-323-9613, then select the “Missing Children” menu option.

Fax: 724-656-3224

*Template for Notification to the Division of Vital Records – Missing Child*

[Your Department Letterhead]

Pennsylvania Department of Health  
Attention: Director, Division of Vital Records  
P.O. Box 1528  
New Castle, Pennsylvania 16103

Re: NOTIFICATION TO DIVISION OF VITAL RECORDS - MISSING CHILD

Under the provisions of Act 106 of 1990, specifically, Section 402-A, notification of a missing child must be made by the investigating law enforcement agency.

The following-named child has been reported missing to the [Enter Name of Investigating Law Enforcement Agency]. Please make a notation on this child's record.

**NAME OF CHILD:**

**DATE OF BIRTH:**

**PLACE OF BIRTH** (Including county):

**PARENT 1:** (Include the following details)

- Label for Parent 1 (Mother, Father, or Parent)
- Name Prior to First Marriage of Parent 1
- Current Legal Name of Parent 1

**PARENT 2:** (Include the following details)

- Label for Parent 2 (Mother, Father, or Parent)
- Name Prior to First Marriage of Parent 2
- Current Legal Name of Parent 2

**INVESTIGATING OFFICER/CONTACT PERSON:**

**AGENCY:** (i.e., PSP- TROOP/STATION)

**TELEPHONE NUMBER:**

If a request for information from the record of above-named child is received, notify the investigating officer/contact person.

Sincerely,

Name and Title of Investigating Officer/Contact Person

*Template for Notification to School District – Missing Child*

[Your Department Letterhead]

[Enter School District Name and Address]

Attention: Student Records Department

Re: NOTIFICATION TO SCHOOL DISTRICT - MISSING CHILD

Under the provisions of Act 106 of 1990, specifically, Section 402-A, notification of a missing child must be made by the investigating law enforcement agency.

The following-named child has been reported missing to the [Enter Name of Investigating Law Enforcement Agency]. Please make a notation on the child's record.

**NAME OF CHILD:**

**DATE OF BIRTH:**

**PLACE OF BIRTH** (Including county):

**PARENT 1:** (Include the following details)

- Label for Parent 1 (Mother, Father, or Parent)
- Name Prior to First Marriage of Parent 1
- Current Legal Name of Parent 1

**PARENT 2:** (Include the following details)

- Label for Parent 2 (Mother, Father, or Parent)
- Name Prior to First Marriage of Parent 2
- Current Legal Name of Parent 2

**INVESTIGATING OFFICER/CONTACT PERSON:**

**AGENCY:** (i.e., PSP- TROOP/STATION)

**TELEPHONE NUMBER:**

If a request for information from the record of above-named child is received, notify the investigating officer/contact person.

Sincerely,

Name and Title of Investigating Officer/Contact Person

*Template for Notification to the Division of Vital Records – Located Child*

[Your Department Letterhead]

Pennsylvania Department of Health  
Attention: Director, Division of Vital Records  
P.O. Box 1528  
New Castle, Pennsylvania 16103

Re: NOTIFICATION TO DIVISION OF VITAL RECORDS - MISSING CHILD

Under the provisions of Act 106 of 1990, specifically, Section 402-A, notification of a missing child must be made by the investigating law enforcement agency.

The following-named child has been located. Please remove the “missing child” notation from the child’s record.

**NAME OF CHILD:**

**DATE OF BIRTH:**

**PLACE OF BIRTH** (Including county):

**PARENT 1:** (Include the following details)

- Label for Parent 1 (Mother, Father, or Parent)
- Name Prior to First Marriage of Parent 1
- Current Legal Name of Parent 1

**PARENT 2:** (Include the following details)

- Label for Parent 2 (Mother, Father, or Parent)
- Name Prior to First Marriage of Parent 2
- Current Legal Name of Parent 2

**INVESTIGATING OFFICER/CONTACT PERSON:**

**AGENCY:** (i.e., PSP- TROOP/STATION)

**TELEPHONE NUMBER:**

Thank you for your assistance in this matter.

Sincerely,

Name and Title of Investigating Officer/Contact Person

*Template for Notification to School District – Located Child*

[Your Department Letterhead]

[Enter School District Name and Address]

Attention: Student Records Department

Re: NOTIFICATION TO SCHOOL DISTRICT - LOCATED CHILD

Under the provisions of Act 106 of 1990, specifically, Section 402-A, notification of a missing child must be made by the investigating law enforcement agency.

The following-named child has been located. Please remove the “missing child” notation from the child’s record.

**NAME OF CHILD:**

**DATE OF BIRTH:**

**PLACE OF BIRTH** (Including county):

**PARENT 1:** (Include the following details)

- Label for Parent 1 (Mother, Father, or Parent)
- Name Prior to First Marriage of Parent 1
- Current Legal Name of Parent 1

**PARENT 2:** (Include the following details)

- Label for Parent 2 (Mother, Father, or Parent)
- Name Prior to First Marriage of Parent 2
- Current Legal Name of Parent 2

**INVESTIGATING OFFICER/CONTACT PERSON:**

**AGENCY:** (i.e., PSP- TROOP/STATION)

**TELEPHONE NUMBER:**

Thank you for your assistance in this matter.

Sincerely,

Name and Title of Investigating Officer/Contact Person