

# TEXAS DEPARTMENT OF PUBLIC SAFETY SILVER ALERT REQUEST FORM

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

**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 missing person 65 years of age or older or been diagnosed with Alzheimer's Disease?

YES NO

2. Does the senior citizen have a diagnosed impaired mental condition, and does the senior citizen's disappearance pose a credible threat to the senior citizen's health and safety? (Law enforcement shall require the family or legal guardian of the missing senior citizen to provide documentation from a medical or mental health professional of the senior citizen's condition.)

YES NO

3. Is it confirmed that an investigation has taken place verifying that the senior citizen's disappearance is due to his/her impaired mental condition, and alternative reasons for the senior citizen's disappearance have been ruled out?

YES NO

4. Is the Silver Alert request within 72 hours of the senior citizen's disappearance?

YES NO

5. Is there sufficient information available to disseminate to the public that could assist in locating the senior citizen? (Highway signs will be activated only if accurate vehicle information is available AND it is confirmed that the senior citizen was driving the vehicle at the time of the disappearance.)

YES NO

❖ **IMPORTANT:** Agencies are responsible for accurately answering the above questions. The Department of Public Safety will verify circumstances of each request to ensure criteria have been met. Do **NOT** send SILVER ALERT request if the answer is **NO** to **ANY** of these questions. **If activated, your request is only valid for a period of 24 hours.** You will be contacted after 12 hours, 18 hours, and 23 hours in which you may decide to request an extension. Any extension must be requested prior to or during the 23 hour reminder from the Department of Public Safety. Contact (512) 424-7981 or (866) 786-5972 for all extension requests.

Date of last contact:  Time:

Last known location:

### SENIOR CITIZEN DATA

NIC #:

Name:  Diagnosed Mental Condition:

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](mailto: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.