

U.S. Postal Inspector Liaison
USPIS/NCMEC
Post Office Box 320401
Alexandria, VA 22320-4401

RE: SUBMITTING IMAGES TO BE REVIEWED FOR IDENTIFIED CHILDREN

Enclosed please find related material we wish to have compared to the Child Recognition and Identification System (CRIS) and reviewed by analysts for identified child victims

This template form should be included as a hard-copy enclosure with the submission.
When possible, please also include this document electronically as a pdf file on the submitted media.

Case Information:

of images submitted: Enter # of images

of videos submitted: Enter # of videos

Type and Number of Media: CD; DVD; hard copies; VHS; hard drive; thumbdrive and #

Operation: Enter Operation Name

Case Number: Enter Case Number

Subject Name: Enter Subject Name

Will this Case be Prosecuted Federally*? Yes No Undecided

**An affirmative response triggers the federal victim notification system.*

Is this a rush or expedited request? (Not Required)

NCMEC does **not** expedite cases for indictments, grand juries, plea bargains or preliminary trials.

Yes No

Type of hearing: Enter type of court hearing

Date of hearing: MM /DD /YYYY

Date results needed: MM /DD /YYYY

Please do not list "ASAP"; please list only a specific date that the results are absolutely needed by.

Internet information regarding suspect (if applicable):

Please do not provide any juvenile names as CVIP does not maintain this information

Name & Gender (Add more rows as necessary)	Known Email Addresses & IP Addresses	Known Social Networking Sites/Profiles	Known Related CyberTipline/Technical Assistance Reports

Hash values compared through Law Enforcement Services Portal (LESP)?

Yes No

If yes, case reference # or LESP Report #: Enter LESP Case Number

Distribution methods used by suspect:

Indicate applications used by the suspect to acquire/distribute files

Website

Cell Phone

Chat Room

File Transfer Protocol (FTP)

TOR

Email

Social Network Site (SNS)

Peer to Peer

Webcam

Other: _____

Instant Message

Online Gaming

Newsgroup

Internet Relay Chat (IRC)

Current Pending Charges (select all that apply)

Possession Distribution Production Contact Offense Extortion

Subject is Believed to Have Produced Content?

Yes No

Please contact us about submitting the new child submission if you haven't already.

Subject is a Registered Sex Offender?

Yes No

Subject is a Known Human Trafficker?

Yes No

LESP & Victim ID Lab Registration

If you are not already a registered member of the Law Enforcement Service Portal (LESP) and/or Victim Identification Lab, would you like more information?

Yes, LESP Yes, Victim ID Lab Yes, both

How was the Case Initiated?

- Online Child Pornography Trading Investigation
- Undercover Child Pornography Investigation
- Other Criminal Investigation (e.g. fraud)
- Third Party Reporting of Child Pornography Offense (distribution or collection)
- Third Party Reporting of Hands-On Sexual Abuse (including production)
- Child Disclosure of Hands-On Sexual Abuse (including production)

Brief Case Summary

Provide any additional, relevant case information below

Submitting Law Enforcement Agency Information:

Officer/Agent Name

Agency Name

Address

Address 2

City/State/Zip

Phone number

Email Address