

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

RE: NEWLY IDENTIFIED CHILD VICTIM SUBMISSION.

Enclosed please find material related to a newly identified child victim that we wish to have entered into the Child Recognition and Identification System (CRIS).

**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  
Operation: Enter Operation Name  
Case Number: Enter Case Number  
Subject Name: Enter Subject Name

**Contact Information for this series\***

**Primary Point of Contact\*\***

Name: Investigating Officer's name  
Agency: Investigating Officer's agency  
Mailing Address: Investigating Officer's mailing address  
Phone Number: Investigating Officer's phone number  
Email Address: Investigating Officer's email  
Preferred method of contact?  Phone  Email

**Additional Point of Contact**

Name: Investigating Officer's name  
Agency: Investigating Officer's agency  
Mailing Address: Investigating Officer's mailing address  
Phone Number: Investigating Officer's phone number  
Email Address: Investigating Officer's email  
Preferred method of contact?  Phone  Email  
Additional POC will serve as:  Secondary  Alternate

*\*Please add as many Points of Contacts as necessary*

*\*\*If you are submitting this case on behalf of the investigating case agent, please list the point of contact information for the case agent.*

**Case Information**

Jurisdiction of production of files: Enter state/county  
Date identified by LEA: MM/DD/YYYY  
Number of child victims: #  
Date range of when media was produced: MM/DD/YYYY to MM/DD/YYYY  
Approximate number of media files in series: #

Media type:

Camera Phone  Digital Photos  
 Digital Videos  Magazine  
 Videotape  Web cam  
 Polaroid

Known related CyberTipline/Technical Assistance reports: Enter CT/TA

**Subject Information (leave blank if Self-Production)**

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

Name & Gender (Add more rows as necessary)	DOB	Ethnicity	Email/Scrennname/Social Networking Sites/IP Addresses/Other	Relationship of Offender to Victim(s)*

*\*If subject photos are included for case involving subjects, please denote which photo corresponds to each listed subject.*

**Subject is a Registered Sex Offender?**

Yes  No

**Subject is a Known Human Trafficker?**

Yes  No

**Victim Information (For Internal Records)**

Please do not provide victim's full name as CVIP does not maintain this information

Child (Add more rows as necessary)	DOB	Gender	Ethnicity	Age Range of child when media was produced	Corresponding files/folder names
Child #					
Child #					
Child #					

Permission for certain case information (such as hash values and files) to be submitted to Interpol:

Yes  No

**Distribution**

Is there confirmed distribution of these files?  Yes  No

Would you like this series placed on "Be on the lookout" status?  Yes  No

Indicate applications used by the suspect to acquire/distribute files:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Website                      | <input type="checkbox"/> Email                     | <input type="checkbox"/> Instant Message           |
| <input type="checkbox"/> Cell Phone                   | <input type="checkbox"/> Social Network Site (SNS) | <input type="checkbox"/> Online Gaming             |
| <input type="checkbox"/> Chat Room                    | <input type="checkbox"/> Peer to Peer              | <input type="checkbox"/> Newsgroup                 |
| <input type="checkbox"/> File Transfer Protocol (FTP) | <input type="checkbox"/> Webcam                    | <input type="checkbox"/> Internet Relay Chat (IRC) |
| <input type="checkbox"/> TOR                          | <input type="checkbox"/> Other: _____              |  |

**Current Pending Charges (select all that apply)**

Possession  Distribution  Production  Contact Offense  Extortion

**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