



# LOCATER™ New Application Form



The National Center for Missing & Exploited Children (NCMEC) offers a no cost web-based program to law-enforcement agencies responsible for investigating missing or abducted children cases. The program, called **Lost Child Alert Technology Resource** or **LOCATER**, easily creates and disseminates missing-child images and information to law enforcement, the media, and the public. To apply for Web-Based LOCATER, please provide NCMEC with the requested information below. If you have any questions, please call the **LOCATER** Information Line at 1-877-446-2632 ext. 6389.

1. Agency name \_\_\_\_\_

2. Type of agency  
 Municipal  State  Federal  Sheriff  Other (please specify) \_\_\_\_\_

3. County \_\_\_\_\_

4. ORI number \_\_\_\_\_ 5. Country \_\_\_\_\_

6. Agency web site address \_\_\_\_\_

7. Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip+4/Postal Code \_\_\_\_\_

8. Agency head (chief/sheriff/CEO)

Title \_\_\_\_\_ First \_\_\_\_\_ Last \_\_\_\_\_

Telephone/cellular number \_\_\_\_\_ Extension \_\_\_\_\_

Fax number \_\_\_\_\_

E-mail address \_\_\_\_\_ **(Please indicate if case sensitive)**

9. Project liaison

Title \_\_\_\_\_ First \_\_\_\_\_ Last \_\_\_\_\_

Telephone/cellular number \_\_\_\_\_ Extension \_\_\_\_\_

E-mail address \_\_\_\_\_ **(Please indicate if case sensitive)**

One of the functions of **LOCATER** is to distribute posters and alerts to e-mail accounts designated by NCMEC. Your agency will receive a LOCATER e-mail address, additional account information and web-based program by mail once the application process is complete. The LOCATER e-mail address is displayed in a distribution list, which agencies search for participating LOCATER users by state, metropolitan area, or zip code.

10. **LOCATER** is able to make customized posters, which include your agency logo. If you would like your logo entered into your agency profile, please send a .jpeg or .gif file with the application via e-mail or mail.

11. Please use the space below to provide any additional information to NCMEC regarding your **LOCATER** application. \_\_\_\_\_



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## If your agency qualifies, NCMEC agrees to

1. Provide access to its Web-Based **LOCATER** poster-creation program via a security certificate, free of charge.
2. Provide an installation kit to include a customized security certificate, set-up instructions, and a user's guide. Current, on-site or personal training is not available.
3. Provide ongoing technical assistance on the use of the program for an indefinite period of time. NCMEC may make use of an outside vendor to provide such technical assistance.
4. Provide program upgrades free of charge.

## Your agency agrees to

1. Safeguard the **LOCATER** set-up disk and security certificate and ensure that they are not shared with or made available to any other agency or person. The materials provided are for your agency only, and any other law-enforcement agency wishing to access the **LOCATER** web site must obtain a set-up disk and security certificate from NCMEC.
2. Immediately notify NCMEC if it has reason to believe that any unauthorized person has obtained the program or security certificate, or an authorized user or other person(s) might attempt to use the program or security certificate for any unauthorized purpose. This will include such incidents where the computer equipment containing the security certificate is lost, stolen, disposed of, or replaced. NCMEC will deactivate the former security certificate and immediately issue a replacement.
3. Comply with all reasonable requests from other law-enforcement agencies, as well as NCMEC, to aid in the search for and recovery of missing children such as assisting non-participating agencies create or distribute missing-child posters.
4. Your agency is responsible for supplying all computer equipment and expendable items such as office supplies, like diskettes, printer paper, and ink cartridges. The computer's operating system must be Windows 98® or later.
5. To create and send posters to other agencies, the media, and the public, **LOCATER** requires access to our secure web site. Your agency must provide access to the Internet web site via an Internet service provider and connection at your own expense.
6. To create and send posters, your agency must use Microsoft® Internet Explorer®.

I agree to the above terms and wish to order free access to the **LOCATER** program to aid in the recovery of missing and abducted children.

\_\_\_\_\_  
Signature of chief, sheriff, or CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name/title

\_\_\_\_\_  
Agency

**Please mail, fax, or e-mail your completed application and/or logo to:**

**LOCATER Program**  
NCMEC  
Charles B. Wang International Children's Building  
699 Prince Street  
Alexandria, VA 22314-3175

**Fax: 703-549-2250**  
**E-mail: [locateradmin@ncmec.org](mailto:locateradmin@ncmec.org)**  
**For additional information,**  
**please visit [www.locaterposters.org](http://www.locaterposters.org)**  
**or call 1-877-446-2632, ext. 6389**