



# INDIANA CLEARINGHOUSE BIRTH RECORD ENROLLMENT DOCUMENTATION

State Form 56260 (3-17) AS AUTHORIZED BY IC 20-33-2-10

Indiana Clearinghouse for Information on Missing Children & Missing Endangered Adults

Telephone: 800-831-8953 / Website: <http://www.in.gov/isp/2333.htm> E-mail: [missingchildren@isp.in.gov](mailto:missingchildren@isp.in.gov)



## INSTRUCTIONS:

1. Send an e-mail to [missingchildren@isp.in.gov](mailto:missingchildren@isp.in.gov) with this completed form attached.
2. The e-mail "Subject line" should read "Birth Record - Last Name, First Name".

Name of School

Student's Name (Enter as Last Name, First Name, Middle Initial)

School Address (number and street, city, state, and ZIP code)

Student's DOB (Enter as YYYY/MM/DD)

Name and Title of Requestor

Student's Place of Birth listed in School file

Telephone Number of School

Name of Student's Parent/Legal Guardian

This office has reviewed your inquiry concerning failure of a parent/guardian to provide proof of birth. Using the information you provided, we can confirm:

Telephone Number of Student's Parent/Legal Guardian

We have been unable to match this student with any child listed as missing in either the state or national, law enforcement databases. Please continue your efforts to obtain proof of birth. If further assistance is needed, contact the Department of Education.

Last Known Address of Parent/Legal Guardian

Other Known Address of Parent/Legal Guardian

Other Known Address of Parent/Legal Guardian

This child is listed as a Missing Person in both the state and national, law enforcement databases by:

Other Known Telephone Number of Parent/Legal Guardian

Other Known Telephone Number of Parent/Legal Guardian

Signature of Clearinghouse Personnel

The Indiana Clearinghouse for Information on Missing Children & Missing Endangered Adults will respond by e-mail to the school within fourteen (14) working days. The response will contain information on the status of the child based on an initial inquiry conducted by the Clearinghouse using law enforcement databases. It may also identify any additional actions to be taken by the school. This document should be kept on file by the school until final disposition of the child's school records has been made.