

**Missing Persons Contact Information Sheet**  
**University of Northern Iowa - Housing & Dining**

**MISSING STUDENT NOTIFICATION**

Anyone who suspects that a UNI student who resides in on-campus housing is missing should *immediately* contact the UNI Police at 319-273-2712. If a student is reported missing to someone other than the UNI Police, the person receiving the report should immediately refer the report to UNI Police. UNI Police will begin an investigation in order to determine whether the student is missing. Once UNI Police investigates and determines that the student is missing, the University will notify other local law enforcement agencies and the student's Missing Persons Contact within 24 hours after the student is determined to be missing. Contacts to local law enforcement agencies will be made whether or not the missing student has designated a contact person.

The University will request of all new students residing in the University owned residence system that they provide, on a voluntary basis, emergency contact information. Additionally, students living in on-campus housing will also be given the opportunity each year to designate a contact person or persons to be notified if the student is determined to be missing. A student may identify the same individual for both purposes, but may choose not to list the same person for both their Emergency Contact and Missing Person Contact. Any missing person contact the student has designated will also be contacted within 24 hours after the student is determined to be missing. Missing Person Contact information provided by the student will be registered confidentially and will be accessible only to authorized university and law enforcement officials. Students' missing person contact information will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

In addition to notifying the designated missing person contact(s), the University will notify local law enforcement agencies within 24 hours of the determination that the student is missing, unless a local law enforcement agency is the entity that determines the student is missing.

If a student is under the age of 18 and not emancipated, the University must notify a custodial parent or guardian within 24 hours of the determination that the student is missing in addition to notifying any additional missing person contact designated by the student.

Details regarding the University Missing Student Policy are contained in the Annual Security & Fire Safety Report available online at: <https://publicsafety.uni.edu/crime-statistics-clery-act-campus-security-policy-crime-statistics>. A hard copy of the report is available at the Department of Public Safety Office, 030 Gilchrist Hall.

Dorm: \_\_\_\_\_ Room #: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Cell phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Student Information:**

Name: \_\_\_\_\_

Last	First	MI
Permanent Address: _____		
Street	City	State      Zip

Class Rank:    \_\_\_Freshman    \_\_\_Sophomore    \_\_\_Junior    \_\_\_Senior    \_\_\_Graduate

**Missing Person Contact:** *If I am reported missing, I give permission for the following person(s) to be contacted:*

_____	_____
Name	Cell Number

_____	_____
Relationship to Student	Missing Person Contact Email

_____	_____	_____	_____
Address	City	State	Zip