



UNITED STATES POSTAL INSPECTION SERVICE

WASHINGTON METRO DIVISION

Important Information from USPIS **Regarding Submissions for NCMEC Review**

Please note the following three significant changes for submitting files to the USPIS Inspector to be reviewed by the National Center for Missing & Exploited Children (NCMEC) for identified children.

1. Due to the relocation of the Post Office in Alexandria, VA, the Post Office Box number has changed. A "forward" is in place until September 2008. Following that date, all submissions not addressed to the PO Box listed below will be returned by the automated system at the Merrifield (VA) Processing and Distribution Center.

Please mail all future packages to:

Inspector Jay Doyle
USPIS/NCMEC
Post Office Box 320401
Alexandria, VA 22320-4401

2. The number of submissions to the Child Victim Identification Program in the last year has exponentially increased necessitating a change in USPIS return protocol. Beginning May 1, 2008, all digital submissions to NCMEC **will NOT be returned by mail unless specifically requested by the submitting agency.** The submitted media will remain under law enforcement control and be destroyed on-site by Inspector Doyle upon completion of review.
3. It is no longer necessary to contact the USPIS Inspector Doyle or CVIP for routine submissions. Phone calls and emails should continue if you need a Child Identification Report by a specific date.

All other submission procedures will remain in effect. For any questions or comments, please contact USPIS Inspector Doyle or NCMEC staff per the information below.

Jay Doyle, Postal Inspector
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(703) 837-6317
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jdoyle@ncmec.org

National Center for Missing & Exploited Children
Child Victim Identification Program
(800) 843-5678, ext. 6705
cvip@ncmec.org