



**DEPARTMENT OF THE ATTORNEY GENERAL  
Missing Child Center – Hawaii**

425 Queen St.  
Honolulu, HI 96813  
phone: (808) 586-1449 fax: (808) 586-1097  
e-mail: [hawaiimissingkids@hawaii.gov](mailto:hawaiimissingkids@hawaii.gov)

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## **SENDING PHOTOS BY E-MAIL**

- Image must be in an IBM compatible format
- Scan all photos as COLOR
- Crop photos to HEAD and SHOULDERS ONLY
- **CROPPED IMAGE OF HEAD AND SHOULDERS MUST BE 400(w) x 500(h) PIXELS OR LARGER**
- Image may be in any of the following formats: .jpg, .tif, .gif or .bmp (.jpg is preferred)
- Send attached image to [hawaiimissingkids@hawaii.gov](mailto:hawaiimissingkids@hawaii.gov). Be sure to include the child's name and/or NCMEC case number

400 pixels (width)



500 pixels (height)

head & shoulders

**A delay in returning the requested forms will result in a delay in the process of poster preparation and distribution in your child(ren)'s case.**

**Email all forms to:** [hawaiimissingkids@hawaii.gov](mailto:hawaiimissingkids@hawaii.gov)

**Or mail to:** Missing Child Center—Hawaii  
Department of the Attorney General  
425 Queen St.  
Honolulu, HI 96813