



**Fax Transmittal Form To Report
Abuse/Abandonment/Neglect/Exploitation***
Fax Number: 1-800-914-0004

Reporter Information *(required for professionally mandated reporters of child abuse, abandonment and/or neglect; F.S. Chap.39)*

Today's Date: _____

Your Last Name: _____ Your First Name: _____ M.I.: _____

Your Occupation: _____ Your Agency: _____ Fax #: () _____ Phone #: () _____

Address: Street # _____ Street: _____ City: _____ Zip Code: _____ **County:** _____ State: _____

Do you want a response verifying receipt of this fax? Yes No

Address where the victim is currently located: Home Telephone Number: _____ Work Telephone Number: _____

Street #: _____ Street: _____ City: _____ Zip Code: _____ **County:** _____ State: _____

Victim(s) — (if the victim is a child, please list **other children in the home**; if the victim is an adult, describe disability and how he/she is impaired in the ability to care for or protect self in the "description of Incident section")

Last Name	First Name	DOB	SEX	RACE	SSN	Is this person a victim?
(1)						Yes No
(2)						Yes No
(3)						Yes No
(4)						Yes No
(5)						Yes No

Person(s) responsible for alleged abuse, abandonment, neglect or exploitation

NAME	DOB	SEX	RACE	SSN	RELATIONSHIP**
(1)					
(2)					
(3)					

Transmittal of this form to the Florida Abuse Hotline is one reporting option. You may also call the Hotline voice mail at 1-800-770-0953 and leave a report. **However, the preferred option for the Department of Children and Families is for you to call 1-800-96-ABUSE, and talk to a Hotline counselor.** This third option must be used in all cases of abuse, abandonment and/or neglect that involve emergency or critical situations.

The information in this fax will be assessed to see if it meets the legal criteria as a report for investigation. It is extremely important that all information be completed. Add extra pages if this format is too limited in the space provided for response. Your fax cannot be properly assessed for a report without the requested information. A means to locate the victim is required. By law (Chapters 39, Florida Statutes), your identity as the reporter will be protected. It is important to have your telephone number in case additional information is needed to process your fax. Also, identify others who might be aware of the abuse/abandonment/neglect of the victim. **Please type or print legibly.** Indicate if you want a faxed response from the Hotline verifying receipt of this fax.

If you are unable to use this fax form, send a report that includes the following information:

1. concise description of the abuse, neglect and/or exploitation;
2. concise description of injuries/threat of injuries and date of occurrence;
3. the name of the victim(s), alleged perpetrator(s) and witnesses, and their birth dates, full addresses, telephone and social security numbers;
4. your name and means to contact (required for professional reporters of child abuse and/or neglect); and
5. how frequently does the abuse, abandonment and/or neglect occur and when was the last known incident (prior to this incident).

Please do not send copies of medical case notes, case files, arrest reports, etc. It takes longer to process these documents and this delays service to other victims and customers.

TIPS FOR SUCCESSFUL FAX REPORTING

The Florida Abuse Hotline has prepared the following information for professionally mandated reporters to assist in making reports of child abuse, abandonment and neglect. When sending a fax to the Florida Abuse Hotline, please consider the following:

- **Please use our form.**
- If you cannot use our form, please send a concise description of the situation.
Please include the following information:
 - victim and perpetrator names
 - reporter name (required for professional reporters of child abuse/neglect)
 - full addresses for report subjects, including a numbered street address, apartment or lot number, city and zip code
 - telephone numbers, including area code
 - dates of birth
 - Social Security numbers
 - a brief description of the abuse, abandonment or neglect, including physical, mental or sexual injuries
 - names and phone numbers and/or addresses of witnesses and important others
 - the relationship of the perpetrator to the victim.
- Please print or write in a legible manner. Type, if possible.
- Please do not use profession specific language, i.e. “fx” for fracture.
- **Please do not send copies of medical notes, case files, arrest reports, etc.**
- Always phone in information concerning emergency or critical situations. The time frame involved in processing a fax may be longer than the time used in processing a phone call, which may delay assistance to victims.

We realize that your time is valuable, and the staff at the Florida Abuse Hotline are committed to making the reporting process as convenient as possible.