Introduction

The NamUs-UP is an outgrowth of a public service project by the Data Committee of the National Association of Medical Examiners (NAME), in conjunction with Occupational Research and Assessment, Incorporated (ORAINC) and the International Association of Coroners and Medical Examiners (IACME).

The overarching goal of the NamUs-UP is to identify (find the name of) dead persons who have not yet been identified. This goal will be facilitated by having Medical Examiners and Coroners throughout the United States register standard case data in the NamUs-UP so there is a single national database amenable to searching and comparison with information about missing persons.

The NamUs-UP Home Page (above) automatically displays icons for the two most recently entered cases of unidentified decedents. It also provides links for first time users to register and for those previously registered to log in to the system using a username and password.
Members of the public can search the system by simply clicking the “Search” link at the top left of the screen. No registration, password, or username are required. The public has access to the case identification photograph (if the case provider has authorized public view of the photo) and basic case information.

Medical Examiners, Coroners, and other officials who will be entering case information or obtaining full data access for viewing will need to register to use the system. This is accomplished by clicking the [REGISTER] link at the upper left. A registration process is then activated (described below).

Those users who have already been authorized for data entry or full data access will need to sign in using the [LOGIN] link at the upper left of the screen above. This link will take the user to a page where the username and password may be entered.

Clicking the “Help” link will provide printable documents such as this User’s Guide, Quick Tips, Search Tips, Dental Searching Tips, a Worksheet that can be used to gather case information before going online to the NamUs-UP to enter a case, and an email address to which questions can be sent if the Help and FAQ materials do not answer your questions.

Clicking the “FAQ” link will provide answers to commonly asked questions and should be read by all potential users of the NamUs-UP System.
Registering for System Use

Members of the public do not need to register. All other users such as medical examiners, coroners, law enforcement, and missing person clearinghouse personnel need to be registered to obtain appropriate data entry and/or full view privileges. To begin the registration process, click the [REGISTER] button in the “Member Login” section at the left of the screen.

The following screen will then appear:
Persons who are registering for system use must complete the required information as indicated by the red asterisks (*). It is important to know that the phone number and email address listed will automatically be shown in each NamUs-UP case entered by the registrant, so make sure that the phone number and email address you enter are the ones to which you would case inquiries to be forwarded. If you would prefer to direct inquiries to a phone number and email address other than your own, enter those in the “Alternative Phone” and “Alternative E-Mail” fields and inquiries will automatically be directed to those contact points.

After a person registers, credentials need to be verified before NamUs-UP access is made available. For some users, this activation may be very quick and for others it may take several days. The goal is to provide access within two business days, but some activations may take longer. You will receive an email when activation of user privileges has occurred.
Screen Formats

For persons entering and editing case data, the screens have the typical box format for each data item, with arrow buttons on some fields to use dropdown lists.

For persons who are simply viewing case information, the data boxes have a more uniform appearance, unnecessary scroll bars are eliminated, and the text has a lighter shade.
Specific Case Management

In general, only Medical Examiners, Coroners, or their authorized official designate may enter or edit case information. Other authorized users will have access to enter follow up notes and described later in this User’s Guide.

When a user with data entry/edit privileges signs in, a case log screen will appear which contains a listing of all cases that user has entered in to the NamUs-UP. Any column shown can be sorted in increasing or decreasing order by clicking the column heading. To view a specific case, the user clicks the blue “Date Found” link for that case. To begin a new case, the user clicks the blue “New Case” link in the top menu bar or the [Create Case] button near the right of the screen.
When a specific case is opened, the screen above appears. Each case contains multiple categories of information as shown by the menu bar on the left, in addition to the Case Information screen:

1. Demographics (age, race, sex etc)
2. Circumstances
3. Body Details (scars, marks, tattoos, deformities etc)
4. Clothing, Hair, and Eyes
5. Dental information including basic charting of tooth detail
6. Photographs (digital images) that might assist in identification and can include fingerprint cards, radiographs, and distinctive features of clothing and personal effects
7. Police contact information
8. Follow up information
9. An NCIC page (under development)
10. A Report function to generate printable reports for a given case or group of cases that meet certain criteria

The public does not have access to the Police, Follow up, or NCIC Information, and public access to photographs is limited to those cases marked by the case owner as suitable for view by the public. Access to each area is obtained by clicking the relevant link in the menu bar on the left.

The “Date Entered” and “Date Modified” fields are added automatically when a case is added or modified and the “Save” button is utilized. These cannot be changed by the user. “ME/C Contact Information” is automatically pulled into the case from the user’s registration information. “Case Number” is the number assigned to the case by the Medical Examiner or Coroner. “Date Found” is the date of death or the date the decedent was found, and is entered by clicking the calendar icon located next to the “Date Found” field. The date defaults to today’s date but may be easily changed by using the scroll arrows on the calendar. “NCIC Number” is the 10-character number assigned by NCIC when a case has been entered into the NCIC system.
The Demographics page contains descriptive information about the decedent. “Estimated Age” is selected from a dropdown menu of age categories. “Minimum Age” is the youngest age the decedent could be and should be “0” if a fetus or infant. “Maximum Age” is the oldest the decedent could be and should by “0” if a fetus or “1” if an infant. If “Minimum Age” or “Maximum Age” can not be reasonably determined, the item may be left blank. It is best practice to enter data in these fields if possible, however.

Race and sex are selected from dropdown menus which include “unsure.” If a person is known to be Hispanic/Latino, that is indicated by selecting that choice from the dropdown list in the “Ethnicity” field. A race should also be indicated in the “Race” field, when possible.

“All items marked with * must be completed for the case to get the minimum “1 Star” rating in the “Identification Potential” box near the upper left corner of the screen. A separate description of the 5 Star Rating System can be found in the Help Section of the NamUS-UP site.
On the Circumstances Page, the following items are entered:
- GPS coordinates where body was found, if available
- Street address where body was found
- City where body was found
- State and Zip Code where body was found
- County where body was found
- The cause of death in brief terms. This is NOT visible to the public.
- The manner of death selected from a dropdown list. This is NOT visible to the public.
- A brief description of the circumstances surrounding the death.
On the “Body Details” page, the user may check whether amputations, deformities, scars or marks, tattoos, piercings, medical implants, foreign objects, distinctive skeletal findings, absent organs (during life), or evidence of prior surgery existed. When a category is checked, the user may enter relevant descriptive information in the box provided. All of the text box items are searchable for words or character strings.

Space also exists on this page (you may need to scroll down) for entering alphanumeric fingerprint codes.

A separate document about fingerprint classifications exists in the Help Section of the NamUs-UP site. If a fingerprint card photograph is uploaded on the Photos page, it will appear on this page.
The “Clothing, Hair, Eyes” page provides boxes into which text descriptions may be entered to describe clothing on or with the body, footwear, jewelry, eyewear such as glasses or contacts, head hair, body hair, facial hair, and eye color.

All of these items are searchable for words or character strings.
The “Dental Page” contains a checklist to indicate general information about dental findings, as well as a box to code up to two features for each tooth using the code letters provided. Within a given box for a specific tooth, the order in which the codes are entered does not matter. Thus, a tooth with a crown and a root canal could be entered as either “CR” or “RC.”

Additional information about dental details can be found in the Help section of the NamUs-UP.
On the Photo Page, photos may be uploaded. Multiple photos may be uploaded. The uploaded photos should include only those which might be helpful for identification purposes.

The “Type” of photo is selected from a dropdown list. Only if the case owner checks the box to make a photograph visible to the public will the public be able to see the photograph.

A caption is entered for each photo. If a facial image is a reconstruction, sketch, or computer generated image, that information should be noted in the Caption.
Police Information Page

On the “Police Information” page, the Medical Examiner, Coroner, or authorized delegate entering case information provides the name of the investigating police officer, police agency, police incident report number, and investigating officer’s phone number and email address. This information is NOT visible to the public but is visible to authorized users.

The Scene Circumstances box may contain information entered by a case owner or law enforcement officer with appropriate data entry privileges, or it may contain information that has been pulled in electronically from NCIC data.
The “Follow Up” page allows authorized users to enter case follow up information, such as when a given missing person has been excluded as being the decedent. In addition to the medical examiner or coroner who entered the case information, authorized NamUs-UP registered law enforcement and missing person clearinghouse professionals will be able to enter follow up notes.

Each time a follow up note is added, the medical examiner/coroner who entered the case and each person who has entered follow up comments will receive an email indicating that follow up has been added to the case. The public does NOT have access to this information.
The “NCIC” page, at present, contains a link to the interactive NCIC form used to collect information on unidentified deceased individuals. This form is provided as an option for those who wish to complete it. In its present form, the data items can be completed and a copy of the report can be printed out for submission to NCIC. The data are not currently stored in a database.

Methods to provide NamUs-UP data directly to NCIC are currently being considered and procedures have been implemented to upload some NCIC data into the NamUs-UP. It is hoped that these systems will someday have interoperability.
Reports Page

Clicking the “Reports” link will prepare a case summary report such as that shown on below, for a single case or group of cases which meet search criteria.

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**Individual Case Report**

**MEIC Contact Information**

- **Name:** Randy Handley
- **Agency:** Fulton County Medical
- **E-mail Address:** randy.handley@fultoncountyga.gov
- **Phone Number:** 404-791-4400

**Case Information**

- **Status:** Unidentified
- **URM Number:** 05
- **Case Number:** 05-1090
- **MCIC Number:** 02000H6019
- **Date Found:** 2006-06-15 00:00:00
- **Date Entered:** 2007-06-03 00:00:00
- **Date Modified:** 2008-06-24 19:25:00

**Demographics and Circumstances**

- **Estimated Age:** 20-40
- **Probable Year of Death:** 2006
- **Estimated Postmortem Interval:** 6-12 Months
- **DNA Profile Status:** Complete - edna profile available in FB reference
- **Circumstances of Death:** Found positioned in roadbed, body is completely disarticulated. Wearing distinctive pendant and has had previous right knee cap surgery with screws and wires

**Body Details**

- **Medical Implants:** Surgical screws and wires in right knee, cap area
- **Foreign Objects:** Surgical screws and wires in right knee, cap area
- **Skeletal Findings:** Surgical screws and wire in right knee, cap area
- **Prior Surgery:** Surgical screws and wires in right knee, cap area
- **Body Parts Inventory:** All Parts Recovered

**Fingerprints Classification**

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**Fingerprints Comments**

One finger print found and is being processed

**Clothing, Hair, Eyes**

- **Clothing On Body:** "ECKO" jacket, black
- **Footwear:** dark brown, low cut athletic shoes
- **Jewelry:** gold color chain around neck with a distinctive pendant having letters C, V, C and an eye design
- **Hair:** Black-gray

**Dental**

- **Dental Summary:** One or More Teeth Present, Upper Jaw Present, Lower Jaw Present

**Dental Comments:** No restorations. 218 is cuspid root tip only. Intracranial cases associated with 617 and 629.

**Photos**

- **Clothing:** ECKO jacket
- **Facial/Case ID:** Facial reconstruction by Malika Lawson, DDS.
Searching

Clicking the “Search” link on the NamUS-UP Home Page will produce the following “Quick Search” screen:

Clicking the “Search” button without entering search criteria will show all cases in the NamUs-UP database. A Quick Search may be conducted using any or all of the items shown. Items without an entry will be ignored. Thus, a search for “Male” in the sex field will produce a list of all cases of unidentified males. “Age Last Known Alive” is a category selected from a dropdown list. Clicking the blue “Advance Search” link will display the following screen:
The person conducting the search simply checks the categories of information that he/she wishes to search and then clicks the “Next Step” button. In the example below, the user wishes to search for all males found in Fulton County, Georgia who have a filling in tooth number 4. Thus, the searcher checks the state, county, sex, and dental data categories as shown.
The following screen then appears, and the user enters the desired criteria (GA, Fulton, Male, and F in the box for Tooth #4).

When the “Search” button is clicked, a list of cases matching the criteria will appear. The user can then sort or view the case information as described above.
Clearing a Case as Identified

When a medical examiner or coroner clears a case from the system by marking the “Case Status” as “Identified,” a screen will appear on which basic details can be entered:

These data will be used for administrative and quality assurance purposes. The public will only have access to the decedent’s name, date identification was made, and how identification was made IF the next of kin have not yet been located. The public cannot see identified cases if the next of kin have been found and notified of the death, nor can they see date of birth or social security number.

A case owner cannot delete a case from the database. Only the database administrators can delete a case. If the need to delete a case arises, a request may be made by sending an email to questions@identifyus.org
Other Details

Although a user registers as being affiliated with a single death investigation office, a registered user may enter cases from different counties and states. The feature accommodates systems that serve multiple counties, even if the area served crosses state lines. Only the person who entered the case originally can edit or close the case by marking it as “identified.”

The facial (or any) photograph may be enlarged by clicking on it. It is important to close the window once an enlarged photograph is viewed.

If a group of cases is open, such as a group of cases which match certain selected criteria, the user may toggle between the cases by using the back and forward arrows near the top right of each screen. This toggling can occur on any type of page.

On any page within a case, clicking the “Save” button located near the upper left of the will save information added to that page and any other page in the case.

A user may edit his/her registration profile by clicking the white [Edit Profile] link at the upper left of the NamUs-UP Home Page.

A case owner may transfer his/her cases to another owner IF the new owner has registered to use the system. This may be done by selecting the appropriate new case owner from the pull down list which appears when the “Edit” link is clicked next to the “Case Owner” field on the main page of the case.

See the NamUs-UP “Help” and “FAQ” links for further helpful information.