

Missing Person – Initial Report
CONFIDENTIAL

Case Name/Number			Agency		
Date		Time	Information taken by		
Caller's Name			Call-back number		
Address					
Home Phone			Business Phone		
Cell Phone, Other Numbers					
Relationship to missing person					
Reason for reporting this person missing					
Missing Person					
Full Name			Nickname(s)		
Subject's primary language					
Home address					
Home Phone			Business Phone		
Cell Phone, Other Numbers					
Description					
Age	Race	Gender	Hgt	Wgt	DOB
General Description and Clothing Worn When Last Seen					

Details of Loss		
Location missing from		
Point Last Seen (PLS)		
Day/Date Last Seen	Time Last Seen	
Last seen by whom		
Vehicle description, if driving		
Destination(s), stated intentions		
Has this person been the object of a search in the past?		
If so, describe date(s), circumstances of loss, how long missing, when found, where found, condition when found and actions taken by subject while missing (if known)		
Additional Information and Comments		
Call-out Information		
Search base/command post location, directions, phone numbers, radio frequencies:		
Resources notified:		
Closing Report		
Subject Location:	Date	Time
Located By:		
Incident Summary:		