

**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                    |      |        |                      |     |     |
|   |      |        |                      |     |     |
|   |      |        |                      |     |     |
|   |      |        |                      |     |     |
| <b>Missing Person</b>                                       |      |        |                      |     |     |
| Full Name   |      |        | Nickname(s)          |     |     |
| Subject's primary language                                  |      |        |                      |     |     |
| Home address  |      |        |                      |     |     |
|   |      |        |                      |     |     |
|   |      |        |                      |     |     |
| Home Phone  |      |        | Business Phone       |     |     |
| Cell Phone, Other Numbers                                   |      |        |                      |     |     |
|   |      |        |                      |     |     |
| <b>Description</b>  |      |        |                      |     |     |
| Age   | Race | Gender | Hgt                  | Wgt | DOB |
| <b>General Description and Clothing Worn When Last Seen</b> |      |        |                      |     |     |
|   |      |        |                      |     |     |
|   |      |        |                      |     |     |
|   |      |        |                      |     |     |
|   |      |        |                      |     |     |
|   |      |        |                      |     |     |
|   |      |        |                      |     |     |
|   |      |        |                      |     |     |

| <b>Details of Loss</b>  |                |      |
|---|----------------|------|
| 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) |                |      |
|   |                |      |
|   |                |      |
| <b>Additional Information and Comments</b>  |                |      |
|   |                |      |
|   |                |      |
|   |                |      |
| <b>Call-out Information</b>   |                |      |
| Search base/command post location, directions, phone numbers, radio frequencies:  |                |      |
|   |                |      |
|   |                |      |
| Resources notified:   |                |      |
|   |                |      |
|   |                |      |
| <b>Closing Report</b>   |                |      |
| Subject Location:   | Date           | Time |
| Located By:   |                |      |
| Incident Summary:   |                |      |
|   |                |      |
|   |                |      |
|   |                |      |
|   |                |      |