

PART 1

There may be important pieces of information that you are able to provide to the Police in the event that the person you are caring for has gone missing. Try and have several copies of recent, close-up photographs of the person. This may help the Police when searching for them. The checklists below are important - but don't worry if you haven't all of the information that it asks for as it will not apply to everyone.

Fill in these sections and keep it in a safe place, where it can be easily located if the person that it refers to goes missing. You may want to make several copies which can be kept safe by neighbours or relatives. If you are concerned about the whereabouts of your friend/relative then you **MUST** call the Police on 999.

| | |
|---------------------|------|
| Full Name: | |
| Preferred Name: | |
| Preferred Language: | |
| Date of Birth: | Age: |
| Ethnicity: | |
| Gender: | |
| Current Address: | |
| Postcode: | |



| | |
|------------------------|---|
| Previous/Key Addresses | 1 |
| | 2 |
| | 3 |

| | |
|----------|---|
| Previous | 1 |
|----------|---|

| | |
|--------------------------------------|---|
| Employment Details & Addresses | 2 |
| | 3 |

| | |
|-----------------------|---|
| Places of Interest | 1 |
| | 2 |
| | 3 |

DESCRIPTIVE

| | |
|---|--|
| General Description (e.g. hair colour; height; weight): | Distinguishing features (e.g. scars; tattoos): |
| Habits: | Hobbies: |
| Do they have a mobile phone: Number: | Do they have money with them?: How much?: Do they have access to money?: |

Any relevant medical information:

PART 2

Please complete in the event you have reported the person missing.

DESCRIPTION OF WHAT THE PERSON WAS LAST SEEN WEARING

Shirt / Sweater:

T-shirt / Undershirt:

Outerwear (e.g. coat; jacket; gloves; scarf):

Headwear:

Footwear:

Jewellery (e.g. watch, rings):

Any other descriptive information:

DESCRIPTIVE (CONTINUED)

Has this person been missing before (date; place; reference numbers)?:

What were the circumstances of his previous missing incidents (times & dates, how they came to be missing, where they were located, what routes were taken, what people they came across etc.):

Risk Factors: Suicidal Depressed Confused Alcohol Violent

Other (state):

WEEKLY HABITS AND ROUTINES

(Appointments, places visited, people seen etc.)

| | Morning | Afternoon | Evening |
|----------------------|---------|------------------------|---------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |
| Sunday | | | |
| Completed by: | | Date Completed: | |

| MISSING REPORT | |
|--|--|
| Date, time and location last seen: | |
| Agree to a media release: Y / N | |
| Events immediately prior to going missing: | |
| Are there any risks or considerations persons searching should be aware of: | |
| Point of contact if person is located: | |
| Can you offer any other relevant information? (consider anything that might help locate, protect or help communicate with the missing person) | |