



There may be important pieces of information that you are able to provide 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 indicative – do not worry if you don't have, or cannot get, all of the information it asks for, some of it won't apply to everyone.

Please fill in these sections and keep it in a safe place where it can easily be located if the person 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.

This form is designed to be completed by a friend/family member/neighbour.

Any partner agency who may be required to complete the form, will become the data controllers and will have to consider on a case-by-case basis whether the information is passed onto the friend/family member/neighbour or not. Please contact your own legal team for further advice.

Part 1 - (to be completed when it has been identified the individual is at risk of going missing)

Full name (of person at risk):

Preferred name:

Date of birth: Age:

Ethnicity:

Current address:

Postcode:

Attach photo here

It may also be helpful if you have an electronic photo also, so it can be emailed to the Police. We can then send a copy to our front line staff on their mobile phones

1

Previous addresses: 2

3

1

Previous
employment details 2
and addresses:
3

1

Places of interest or
significance (old
school, favourite
walk, cemetery, etc):
1
2
3

Habits:

Hobbies:

General description,
e.g. hair colour, height,
weight:

Distinguishing features,
e.g. scars, tattoos:

Has the person got a mobile phone? [Select] If so, what is the number?

Has the person got any money with them? [Select] If so, how much:

Previous places found:

Weekly habits and routines – what regularly happens? Someone visits? Weekly shop?

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Completed in advance by:

Relationship to the person:

Contact number:

Date:

Any other relevant information?

Part 2 - (to be completed when the person has been reported as missing)

Description of what the person was last seen wearing. Include colour, designer labels/brands:

Shirt/Sweater:

Trousers/Skirt:

Outerwear, e.g. coat, jacket:

Headwear:

Gloves:

Scarf:

Footwear:

Jewellery, e.g. watch, rings:

Other:

Has the person got any money? [Select] If so, how much? £

How independent is the person at
the time of going missing?

Time, date and location last seen:

Risk factors ('check X')

Suicidal Depressed Confused Alcohol Violent

Other (describe):

Media release? [Select]

Completed on incident date by:

Relationship to the person:

Contact Number:

Date:

Any other relevant information?