



# PREPARING TO FILE A MISSING PERSON REPORT

RECORD THE FOLLOWING IMPORTANT INFORMATION TO ASSIST POLICE.

Please Note: This does not replace an official police report.

You can fill this form out in advance and keep it for your records.

## Name, Information and Description of Missing Person

- Find a recent photo (include date of photo taken of missing person)
- First Name: \_\_\_\_\_
- Middle Name: \_\_\_\_\_
- Last Name: \_\_\_\_\_
- Preferred name: \_\_\_\_\_
- Date of birth (YYYY/MM/DD): \_\_\_\_\_
- Address: \_\_\_\_\_
- City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_
- Living situation (e.g., alone, with roommates, or in care): \_\_\_\_\_
- Ethnicity: \_\_\_\_\_
- Identified Sex / Gender: \_\_\_\_\_
- Physical description:
  - Height (cm): \_\_\_\_\_
  - Weight (in lbs. & describe build): \_\_\_\_\_  
\_\_\_\_\_
  - Complexion: \_\_\_\_\_
  - Hair style and colour: \_\_\_\_\_
  - Eye colour: \_\_\_\_\_

- Distinguishing features and locations (scars, birth marks, moles, piercings etc.): \_\_\_\_\_
- Tattoos (describe words, design, location on body): \_\_\_\_\_  
\_\_\_\_\_

## CLOTHING DESCRIPTION

(Describe clothing worn by missing person – include labels, brands, colour, etc.)

- Shirt / Sweater: \_\_\_\_\_
- Pants, Skirt: \_\_\_\_\_
- Outerwear (type of jacket): \_\_\_\_\_
- Headwear: \_\_\_\_\_
- Gloves: \_\_\_\_\_
- Footwear: \_\_\_\_\_
- Jewelry: \_\_\_\_\_
- Other clothing: \_\_\_\_\_

## CIRCUMSTANCES OF DISAPPEARANCE

- Current Date (YYYY/MM/DD): \_\_\_\_\_
- Your First and Last Name / Relationship to Missing Person: \_\_\_\_\_  
\_\_\_\_\_
- Date missing person was last seen (YYYY/MM/DD): \_\_\_\_\_
- Time missing person was last seen: \_\_\_\_\_
- Name of person who last saw missing person. State relationship to missing person:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- State possible reason for disappearance and why you believe this: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Location missing person was last seen (state address if known):  
 \_\_\_\_\_  
 \_\_\_\_\_
- Direction of travel missing person was last seen travelling (state street / intersection if known): \_\_\_\_\_  
 \_\_\_\_\_
- Means of travel (example: foot, transit, vehicle - include description of vehicle, make, model, license plate # etc.): \_\_\_\_\_  
 \_\_\_\_\_

## CONTACT AND SOCIAL MEDIA INFORMATION

- Does the missing person have access to a mobile phone?      YES      NO
- If yes, state phone number and carrier (if known - such as Bell / Lucky, Freedom, Rogers / Fido, Telus / Fido etc.): \_\_\_\_\_
- Make of phone (Apple iPhone, Samsung, Google Pixel etc.): \_\_\_\_\_
- Model of phone (Iphone17, Galaxy, etc.): \_\_\_\_\_
- Known email addresses: \_\_\_\_\_  
 \_\_\_\_\_
- Facebook handle: \_\_\_\_\_ Password: \_\_\_\_\_
- Instagram handle: \_\_\_\_\_ Password: \_\_\_\_\_
- X handle: \_\_\_\_\_ Password: \_\_\_\_\_
- Snapchat handle: \_\_\_\_\_ Password: \_\_\_\_\_
- TikTok handle: \_\_\_\_\_ Password: \_\_\_\_\_
- State other social media handles (such as WeChat etc.): \_\_\_\_\_  
 \_\_\_\_\_
- Passwords: \_\_\_\_\_

## TRACKING / TRANSPORTATION

- Does the missing person have any tracking devices (Apple Watch, Air Tags, Oura Rings, Smart Rings, etc.)?      YES      NO
- If yes, provide details: \_\_\_\_\_
- Does the missing person have access to a vehicle?      YES      NO
- If yes, provide the following details:
  - Vehicle make: \_\_\_\_\_
  - Vehicle model: \_\_\_\_\_
  - Vehicle plate number: \_\_\_\_\_
- Is the missing person familiar with transit?      YES      NO
- If yes, provide details: \_\_\_\_\_  
\_\_\_\_\_

## MEDICAL / RISK ASSESSMENT

- Physicians Name, Address and Contact Number: \_\_\_\_\_  
\_\_\_\_\_
- Dentist Name, Address and Contact Number: \_\_\_\_\_  
\_\_\_\_\_
- Do any health conditions exist for the missing person?      YES      NO
  - If yes, state conditions: \_\_\_\_\_  
\_\_\_\_\_
- Medication(s), dosage, frequency and pharmacy location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FINANCIAL

- Does the missing person have a bank account or credit cards?      YES      NO
  - If yes, state financial institution (BMO, CIBC, ScotiaBank, TD etc.) and account number if known: \_\_\_\_\_  
\_\_\_\_\_
  - Credit cards held (state institutions - such as BMO, CIBC etc.):  
\_\_\_\_\_  
\_\_\_\_\_

### PREVIOUS ADDRESSES OF MISSING PERSON:

- Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_
- Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_
- Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## SCHOOL / EMPLOYMENT

- Is the missing person currently enrolled in school?      YES      NO
  - If yes, state name and address location: \_\_\_\_\_  
\_\_\_\_\_
- Is the missing person currently employed?      YES      NO
  - If yes, state name and address location: \_\_\_\_\_  
\_\_\_\_\_



## Additional Risk Factors

- State any additional risk factors you think police should be made aware of:

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