



OCA #

**Missing Person**  
**CONFIDENTIAL**

Case Name/Number			Agency		
Date	Time	Information is taken by			
Caller's Name			Call-back number		
Address					
Home Phone			Business Phone		
Cell Phone, Other Numbers					
Relationship to a 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 the loss, how long-missing, when found, were found, a condition when found and actions were taken by locator 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:		