

# Worksheet for Entering a Missing Person

## Mask – EM / EMJ / EME / EMO

Entering Agency's ORI - \_\_\_\_\_

Caution Indicator - \_\_\_\_\_

Name of Subject - \_\_\_\_\_

Date of Birth - \_\_\_\_\_

Sex - \_\_\_\_\_

Race - \_\_\_\_\_

Height - \_\_\_\_\_

Weight - \_\_\_\_\_

Eye Color - \_\_\_\_\_

Hair Color - \_\_\_\_\_

Social Security # - \_\_\_\_\_

Scars/Marks/Tattoos - \_\_\_\_\_

DL# - \_\_\_\_\_

DL State - \_\_\_\_\_

DL Expiration Year - \_\_\_\_\_

Reporting Party's Name - \_\_\_\_\_

Address of Subject - \_\_\_\_\_

City, State & Zip - \_\_\_\_\_

Daytime Phone # - \_\_\_\_\_

Case # - \_\_\_\_\_

Nighttime Phone # - \_\_\_\_\_

Date & Time Last Seen - \_\_\_\_\_

Reporting Party's Email Address - \_\_\_\_\_

Circumstance of Disappearance - \_\_\_\_\_

Activity at Time of Disappearance - \_\_\_\_\_

Miscellaneous Information / Clothing Description / Jewelry - \_\_\_\_\_

**\*\*If there is an associated vehicle you will need the following information:**

License Plate # - \_\_\_\_\_

License State - \_\_\_\_\_

License Exp. Year - \_\_\_\_\_

Vehicle Year - \_\_\_\_\_

Vehicle Make - \_\_\_\_\_

Vehicle Model - \_\_\_\_\_

Vehicle Color - \_\_\_\_\_

VIN - \_\_\_\_\_