

When taking a missing person report you want to get as much useful information as quickly as possible. Ask for the missing person's name, age, height, hair color, race description of clothing, where and when last seen and any other unique identifiers such as eye glasses, braces or pierced ears. Also useful but not critical is eye color and weight.

When you call the police, try to stay calm. Identify yourself and your location and say, "Please send an officer; I want to report a missing child." You should give your child's name, date of birth, height, weight, and any unique identifiers such as eyeglasses, pierced ears, or braces on the teeth. In addition you should tell them when you noticed the disappearance and when you last saw your child. Knowing what clothing the child was wearing when he or she disappeared will help the police. After you have reported your child missing to the police, listen to their instructions and respond to their questions.

Missing Person Report

Date: _____ Time: _____
Name: _____ Age: _____
Hair Color: _____ Race: _____
Height: _____ Weight: _____
Clothing: _____
Unique Features: _____
Last Seen: _____

Person making Report: _____
Report taken by: _____

Found Report
Date: _____ Time: _____
Released to: _____

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