



Missing Persons Checklist

If you suspect your loved one is missing, the following actions should be taken.

1. Contact your local law enforcement agency to report the person missing. When you contact the police, tell them that you need to file a missing persons report.
2. When you file a missing persons report, the police will ask you a number of questions. It would be helpful if you had the following information:

BASIC INFORMATION:

<input type="checkbox"/>	Full Name	
<input type="checkbox"/>	Date of Birth	
<input type="checkbox"/>	Nicknames (if any)	
<input type="checkbox"/>	Current and previous addresses. Who else lives (lived there)?	
<input type="checkbox"/>	Current and former employers	

PHYSICAL DESCRIPTION:

<input type="checkbox"/>	Height	
<input type="checkbox"/>	Weight	
<input type="checkbox"/>	Age	
<input type="checkbox"/>	Build	
<input type="checkbox"/>	Hair Color / Length of Hair	
<input type="checkbox"/>	Eye Color	
<input type="checkbox"/>	Any Distinguishing Marks? (tattoos, birthmarks, scars)	

<input type="checkbox"/>	Beard/Mustache/Sideburns?	
<input type="checkbox"/>	Find the most recent photo of the person	
HABITS AND PERSONALITY OF THE MISSING:		
<input type="checkbox"/>	Does the individual smoke? If yes, what brand of cigarettes? Does the individual drink alcohol? If yes, what type?	
<input type="checkbox"/>	Does the individual use recreational drugs?	
<input type="checkbox"/>	Does the individual chew gum?	
<input type="checkbox"/>	What type of recreation or activities does the individual engage in including hobbies?	
<input type="checkbox"/>	Are there particular habits that the individual has? For instance, does he/she go to a particular spot for coffee each day?	
<input type="checkbox"/>	Does the individual have particular banking habits?	
<input type="checkbox"/>	What type of personality does the individual have? Is the individual outgoing or quiet? Is the individual friendly or depressed?	
<input type="checkbox"/>	What are the personal values and philosophy of the individual?	
<input type="checkbox"/>	Is the individual religious?	
<input type="checkbox"/>	Does the individual have any personal or emotional problems?	
<input type="checkbox"/>	What level of education or training does the individual have?	
<input type="checkbox"/>	Does the individual frequent any particular areas, bars, taverns or places of interest?	

CLOTHING (LAST SEEN WEARING):

<input type="checkbox"/>	Style and color of shirt	
<input type="checkbox"/>	Style and color of pants	
<input type="checkbox"/>	Style and color of jacket or outerwear	
<input type="checkbox"/>	Type of glasses	
<input type="checkbox"/>	Type of gloves	
<input type="checkbox"/>	Type of footwear	

PLANNED ACTIVITIES:

<input type="checkbox"/>	What were the missing person's plans and/or activities on the day they went missing?	
<input type="checkbox"/>	Where was he/she going?	
<input type="checkbox"/>	Why was he/she going there?	
<input type="checkbox"/>	If the individual was traveling by car, provide the make and model number, license plate number, as well as registration (if possible).	
<input type="checkbox"/>	Provide information about any other vehicles or mode of travel the missing person may have access too.	

LAST SEEN:

<input type="checkbox"/>	The time/date/location last seen.	
<input type="checkbox"/>	The name of the individual who last saw the missing person.	
<input type="checkbox"/>	The direction the missing person was traveling the last time seen.	
<input type="checkbox"/>	The attitude of the missing person the last time seen.	

<input type="checkbox"/>	Was the missing person complaining of or concerned about anything before going missing?	
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HEALTH AND CONDITION:

<input type="checkbox"/>	Physical condition	
<input type="checkbox"/>	Any known medical problems?	
<input type="checkbox"/>	Suffering from Alzheimer's disease/dementia/memory loss? Any handicaps or disabilities.	
<input type="checkbox"/>	Any psychological problems?	
<input type="checkbox"/>	Any medications?	
<input type="checkbox"/>	Any addictions? If so, what are they?	
<input type="checkbox"/>	Provide the name family physician and their health card number (if possible).	
<input type="checkbox"/>	Provide the name dentist (if possible).	

POTENTIAL CONTACTS:

<input type="checkbox"/>	List all of the person's friends and acquaintances who the missing person may try to contact. Try to include addresses and telephone numbers.	
<input type="checkbox"/>	When you have finished filing the missing person's report, ask that the police get back to you with the missing person's file number and the contact information for the investigator in charge of the file.	

<input type="checkbox"/>	<p>Secure the personal belongings and living space of the missing person until the police provide further direction. Here are a list of items of importance.</p>	<ol style="list-style-type: none"> 1. Items such as a hairbrush, a toothbrush, or undergarments in the event that investigators may need to undertake DNA analysis 2. Any electronic equipment such as a cell phone and/or computer. Cell phone provider? Recent activity on social sites, such as FB/Twitter? 3. Any personal documents such as banking statements, credit card statements and life insurance policy. 4. Any written material such as a journal.
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<input type="checkbox"/>	<p>To make things more manageable, start a log or journal. Include all information about your missing loved one's case in the journal.</p>
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<input type="checkbox"/>	<p>The Police will likely request that someone from the family volunteer to be a liaison or spokesperson for the family to deal with Police investigators. This simplifies the relationship between Police officers and the family. Police officers will update one person with respect to the investigation and will know who to contact when information is needed from the family. Talk with your family and close friends about who will be your family's contact person with the police. If the members of your family are feeling overwhelmed you may decide that a close friend should be the contact person.</p>
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<input type="checkbox"/>	<p>Should you have additional questions, please contact Black and Missing Foundation, Inc at 1-877-97-BAMFI or email us at info@bamfi.org or you can visit our web site at www.bamfi.org.</p>
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ACTIONS YOUR FAMILY CAN UNDERTAKE:

<input type="checkbox"/>	<p>Conduct a telephone search. Phone friends or acquaintances that may have information about where the missing person is. Write all of the information down in your journal.</p>
<input type="checkbox"/>	<p>If you find out any additional information from telephone inquiries pass it on to police.</p>
<input type="checkbox"/>	<p>Distribute a flyer with a photograph of your missing loved one around your community. You can download a template at www.bamfi.org.</p>
<input type="checkbox"/>	<p>Tell all necessary people about the disappearance of your missing loved one (may include the employer, school, bank and doctor).</p>
<input type="checkbox"/>	<p>If it applies to your situation, make arrangements for the payment of your missing loved one's mortgage, rent or bills. You may require legal advice on how to proceed.</p>

ACTIONS TO UNDERTAKE TO TAKE CARE OF YOURSELF AND YOUR FAMILY:

- Ask yourself if you need to take an extended leave from work. If you do, talk to your employer about what options might be available.
- If you feel you need an extension on bill payments then ask about what options are available.
- Try to eat, sleep, and exercise on a regular basis. Although you may not feel that you have time it is important to take care of yourself.
- Try not to blame yourself for the disappearance of your loved one. Treat yourself with as much kindness as you can in these difficult times.
- Try to realize your limits. Be easy on yourself if you are unable to provide what is needed in all situations. You may, for instance, be unable to provide emotional support to all of the members of your family. Don't feel guilty about seeking professional counseling services to help yourself and your family deal with the wide range of emotions that are being experienced.
- Don't feel guilty if you have to return to work. This does not mean that you have given up on the search for your loved one.
- Should you have additional questions, please contact **Black and Missing Foundation, Inc** at 1-877-97-BAMFI or email us at info@bamfi.org or you can visit our web site at www.bamfi.org.

Courtesy of the Saskatchewan Association of Chiefs of Police