

Case Number (if applicable): _____



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MISSING PERSONS INFORMATION SHEET

CLIENT INFORMATION

Name: _____

Date: _____

Current Address: _____

Phone number: () ____ - ____

Email address: _____

Name and phone number of attorney or lawyer, if any: _____

Is there a protection order in place? _____

If the case is pending, please provide the court and docket number, judge, and date of court:

Preferred Language: ENG / SPA / FRE / GER / RUS / JPN / CHI / Other: _____

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(ATTACH PHOTO HERE)

Missing person information

Name: _____

Date of disappearance: ____/____/____

Reported to law enforcement: YES / NO If yes who, If no why? _____

Phone number: () _____ - _____

Email: _____

Social Media accounts: Facebook / LinkedIn / X / Roblox / Snapchat / Other: _____

Dating app: POF / Tinder / Other: _____

Can you access Social media accounts or dating apps, if any: Yes / No / N/A

Last known location (Best physical location):

Gender: MALE / Female / Other: _____

Race: _____

Age at time of disappearance: _____

Hair: BR / BL / BLK / RD / GY / WH / AUB / ASH / Other: _____

Eyes: GRN / BRN / HZ / BL / Other: _____

Glasses or contacts? Yes / No

Hight: _____

Weight: _____ (LBS)

Description including any distinguishing marks and last clothes seen in:

Vehicle make, model, and color: _____

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Medication needs i.e. Inhaler or other critical items if found. (No medical information is needed):

Known hangouts:

Friends:

Group affiliations (Boy/Girl Scouts, Eastern star/De Moley): _____

Any additional information:

Current address: _____

Previous address: _____

Significant other's (SO) name and address: _____

SO Phone: () _____ - _____

SO Email: _____

SO Description:

SO Address: _____

Name and phone number of attorney, lawyer or investigator if any:

How can people help (go-fund-me for expenses, places to hang flyers, etc.):

Additional details:

(Continue on back if needed)

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Legal Disclaimer: *We understand that this is a difficult and emotional time for you, and we are committed to doing everything in our power to assist you in finding your loved one.*

However, please be aware that despite our best efforts, there is no guarantee that we will be able to locate the missing person. The circumstances surrounding each case can vary greatly, and some factors may be beyond our control. Our team will work diligently and use all available resources to pursue leads, but we ask for your understanding that some cases may remain unresolved. We are here to support you throughout the process and will communicate with you transparently about any developments.

Do not complete below this line. Office information only

Account manager: _____ Investigator: _____

Notes:

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Checklist for Families Reporting a Missing Person

1. Contact Law Enforcement Immediately:

- **Why:** Reporting the disappearance to local law enforcement is the most critical step. Law enforcement has the authority to initiate an official investigation, issue alerts (e.g., AMBER or Silver Alerts), and access specific nationwide resources.
- **How:** Provide law enforcement with all available information, including the missing person's last known location, physical description, and any known contacts or hangouts. The law enforcement officer will ask you any other important information.

2. Document Important Information:

- **What:** Gather and organize details such as the missing person's last known whereabouts, recent behaviors, social media activity, and any relevant medical needs.
- **Why:** Accurate and detailed information is crucial for both law enforcement and a private investigator. This documentation can speed up the investigation process.

3. Hire a Private Investigator (PI):

- **Why:** A PI can assist in the search by conducting independent investigations, following leads, and providing additional support to the efforts of law enforcement.
- **What a PI Does:**
 - Conducts thorough background checks and interviews. Many times interviewed individuals don't want to talk to law enforcement or family members. Sometimes a private investigator can be a different face and can provide different insights on interviews. Also, Police resources are sometimes limited, and a PI can assist in getting all the information possible.
 - Utilizes specialized techniques and resources not always available to law enforcement.
 - Provides personalized attention to the case, often working closely with the family.
- **What you can do:** Provide the PI with any and all details as possible. Include any police reports, case numbers or law enforcement detectives contact info, any efforts taken so far and anything you need.
- **Limitations:** A PI does not have the authority to make arrests but can detain an individual if needed to stop a felony or injury/loss of life. Their work is supplementary to law enforcement efforts.

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4. Seek Counseling and Emotional Support:

- **Why:** The search for a missing loved one is an emotionally taxing experience. Counseling can provide essential support and coping strategies during this difficult time.
- **How:** Consider individual or family therapy, support groups, or online resources dedicated to families of missing persons.

5. Stay Connected and Informed:

- **What:** Keep open communication with both law enforcement and your PI. Regular updates can ensure that no stone is left unturned and that all efforts are coordinated.
- **Why:** Staying informed helps you remain an active part of the search process and ensures that everyone involved is working with the latest information.

6. Create Awareness:

- **How:** Utilize social media, community boards, and local media to spread the word about the missing person. The more eyes on the lookout, the better.
- **What to Share:** Photos, descriptions, last known location, and any pertinent details. Be mindful of privacy and sensitive information.

7. Prepare for Different Outcomes:

- **Why:** While everyone hopes for a positive resolution, it's important to be mentally and emotionally prepared for various outcomes. Counseling can help with this process.
- **Support Network:** Lean on friends, family, and community resources for support.