

Missing Person Case Submission Form

To help us create an accurate case page for the missing person, please provide the following information. While certain information is required (denoted with *), other pieces of information are optional. If certain questions make you uncomfortable, you are free to skip these sections. If you have any questions or concerns, please feel free to contact us at any time. Thank you!

PART 1: BASIC INFORMATION ABOUT THE MISSING PERSON		
Last Name*		Given Name(s) *
Alias(es)/Nickname(s) (if any)		Name usually used/preferred
Date of Birth* (format: dd/mm/yyyy) (For internal use only)		
City/Town where born	Province/ Territory where born	Country of birth
Address of residence (at time of disappearance)*		
City or Town (at time of disappearance) *	Province or Territory*	Postal Code

PART 2: LAST CONTACT WITH THE MISSING PERSON	
Date of last seen (format: dd/mm/yyyy) *	Age at disappearance *
Location/address where last seen*	
City or Town*	Province or Territory*
Description of place last seen (e.g. private residence, public park, business, work place, amusement park, etc.)	

Clothing last seen wearing	
Article/Item	Description (Colour, Style, Size, Brand, etc.)
Article/Item	Description (Colour, Style, Size, Brand, etc.)
Article/Item	Description (Colour, Style, Size, Brand, etc.)
Article/Item	Description (Colour, Style, Size, Brand, etc.)

Personal items taken by missing person	
Personal Item	Description
Personal Item	Description

PART 3: PHYSICAL DESCRIPTION OF MISSING PERSON			
Height	<input type="radio"/> inches	Weight	<input type="radio"/> pounds
_____	<input type="radio"/> centimetres	_____	<input type="radio"/> kilograms
Sex*		Race*	
Additional race information (e.g. if more than one race category applies)			

Hair Information		
Hair Colour	Length	If hair was dyed, what colour was it dyed?
Additional Identifiers: (e.g. second prominent colour, whether 'light' or 'dark' intensity, texture of hair, etc.)		
Facial hair? (type, style, length, etc.)		

Eye and Vision Information	
Eye Colour	Does the missing person wear prescription glasses? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't know/not sure
Any other distinctive eye features?	

Dental Information	
Does the missing person wear dentures?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't know/not sure
Wore braces at the time of going missing?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't know/not sure
Additional dental information (e.g. whether wisdom teeth present, visible spaces between teeth, gold teeth, specific location of treated or missing teeth, etc.)	

Medical Information	
Previous surgeries?	Details (e.g. type of surgery, location, etc.)
Previous injuries/broken bones	Details (e.g. type of injury, body location, etc.)
Mental health concerns (if any)	Details
Addictions (if any)	Details
Additional medical details (e.g. requires daily medication, receiving treatment on outpatient basis, etc.)	

Gender specific Information – for internal records only	
Female missing Has the missing person given birth?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't know/not sure
Missing Male Is the missing male circumcised?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't know/not sure

Identifying or Unique Features – e.g. scars, moles, beauty marks, deformities, piercings, etc.	
Feature (e.g. scars/moles, etc)	Body location and description
Feature (e.g. scars/moles, etc)	Body location and description
Feature (e.g. scars/moles, etc)	Body location and description
Feature (e.g. scars/moles, etc)	Body location and description

Tattoo Information	
Body location	Description
Body location	Description
Body location	Description

Additional descriptors (e.g. mannerisms, speech patterns, habits, smoking habits, gait, etc.). Other details to include are past military service, languages (spoken, written, understood), hobbies, clubs, sports activities or volunteer work.

Circumstances surrounding the missing person's disappearance

Please provide details surrounding the missing person's disappearance in the space below. Additional information can be submitted using any word processing package or email.

PART 4: POLICE CONTACT INFORMATION	
Agency name	
Name of Lead Detective/Officer	Case File Number (if available)
Phone Number	Email address

PART 5: YOUR CONTACT INFORMATION – for internal use only		
Last Name*	Given Name(s) *	
Current Address*		
City or Town *	Province or Territory*	Postal Code*
Telephone Number*		
Home: () -	Work: () -	Mobile: () -
Email Address*	Please re-type email address	

PART 6: PHOTOGRAPHS
<p>Please provide a recent photo of the missing person. Photos showing the person's face and shoulders as well as those showing how s/he usually looks are good to include.</p> <p>Providing photos scanned at a high dpi will help us to resize photos prior to uploading to the website.</p> <p>If you have photos of distinctive features (e.g. tattoos), these can be added as well.</p> <p>Electronic copies of photos should be sent to Photos@missingadults.ca</p>

By completing and submitting this form, you are agreeing to post this information to Ontario's Missing Adults public website and Facebook group, unless otherwise indicated on the form.

You are also agreeing that the information provided above is accurate and true to the best of your knowledge. Further, you are providing permission to have a representative from Ontario's Missing Adults contact you in the event that further information or clarification is needed.

*Companion Page for
Missing Person Case Submission Form*

Depending on how the Missing Person Case Submission Form is downloaded, the options/categories included in some of the drop-down menus may not be visible. If you are having difficulty viewing these options, please refer to the appropriate section below for a list of categories.

Clothing last seen wearing

Coat	Jacket	Sweater
Sweatshirt	Shirt	Pants
Shoes	Boots	Hat
Belt	Wristwatch	Necklace
Ring	Bracelet	Other (write in):

Personal items taken by missing person

Passport	Driver's Licence	Credit Card
Wallet	Cellular Phone	Backpack
Purse	Other (please specify):	

PART 3: PHYSICAL DESCRIPTION OF MISSING PERSON

Sex (of Missing Person)*

Female	Male	Transgendered	Other (please specify):
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Race (of Missing Person)*

Aboriginal/Métis/Inuit	Black	Caucasian	East Indian
Hispanic	Middle Eastern	Oriental/Asian	Southeast Asian
Other (please specify):			

Hair Information

Hair Colour

Auburn	Black	Blonde	Brown
Grey	Greying	White	Red
Other (please specify):			

Hair Length

Long (below shoulders)	Medium (at shoulders)
Medium-Short (between collar and shoulders)	Short (at collar or shorter)
Brush-cut	Shaved
Bald/Balding	Other (please specify):

Eye and Vision Information

Blue	Brown	Green
Hazel	Grey	Red
Other (please specify):		

Identifying or Unique Features – e.g. scars, moles, beauty marks, deformities, piercings, etc.

Scar	Mole	Beauty mark
Deformity	Piercing	Other (write in):