

**RESTRICTED – when completed**

<b>Missing Person Report</b> <i>To be completed on every page</i>	Surname/family name:
	Fore/given name:
	MP Reference No.



## ***OPUS Missing person report***

*Please complete this form using BLOCK CAPITALS*

**GREATER MANCHESTER  
POLICE**



**FAX PAGES 1- 4 ASAP TO GMPCRU – Fax: 0161 855 2092**

Obtain Photo and complete page 5 - then post pages 5 & 6 to the Force MFH Section, LPIB, SVPU at Fiddes Building

**Form 737 (09/2009)**

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## ROUTE MAP TO AID MISSING PERSON INVESTIGATIONS

### DO NOT FORGET THAT THIS MISSING PERSON REPORT MAY BE THE FIRST INDICATION OF A SERIOUS CRIME OR CRITICAL INCIDENT

1. Obtain permission to Search address thoroughly and legally; do not leave it to family or friends to search.
  - Include any outhouses, grounds, garages, investigate the misper's access to other buildings – clubs etc.
  - Ensure the informant signs the "Search Authorised By" section on page 2 of the actual report.
2. Make an initial Risk Assessment from the evidence available – see definitions on Page IV for assistance.
3. Seize (for future investigation) items of the misper's property such as diaries, computers, letters, notes, and sources of **fingerprints** and **DNA**. This is in accordance with the revised ACPO guidance on missing persons issued in 2009.
4. Obtain 2 original photographs of the missing person.
5. Complete thoroughly the Missing Person Report Form 737.
6. If the misper is under 18 years, have the informant complete the Page 5 of this form.
7. Notify the Duty CID officer if there are any reasons for concern.
8. Consider seeking the advice of a Missing Person Search Manager – this can save time and help prevent resources being incorrectly allocated.
9. Consider informing I99 / I66 at an early stage.
10. On return to the station:
  - a. Ensure your supervision review the risk assessment (page 3) against the risk definition and the table of appropriate action on page IV of these notes. Page 3 **must** be signed by the supervisor.
  - b. Fax pages 1-4 of this report to GMPCRU on fax ext 62666. (if completing the form electronically, ensure that ie is emailed to [cru.datainputsectionmailbox@gmp.pnn.police.uk](mailto:cru.datainputsectionmailbox@gmp.pnn.police.uk) )
  - c. If the website consent form is completed (Page 5), have it signed by the Duty Inspector.
  - d. Remove pages 5-6 of this report and send them via the internal mail to the Force MFH Section, LPIB, SVPU, at the Fiddes Building, including one of the photographs obtained earlier.
  - e. Retain the second photo for section use.
  - f. Consider the use of an "All Ports Broadcast" for suitable High Risk Mispers – See Golden Hour Tasks.
  - g. Consider the use of Police Publications to publicise this missing person – See Golden Hour Tasks.
  - h. Check if the missing person is known to the police domestic violence unit where appropriate.
  - i. Consider providing the Press Office (on ext 62220) with details of the missing person.
11. Ensure that the OPUS Action Board is updated with the results of all actions taken, or actions yet to be completed are highlighted on the system to be allocated to other officers.
12. Update supervision and action logs to ensure all are aware of the case progress.
13. Seek assistance from the OPUS Missing Person Help Menu where necessary.

Click Help in the OPUS Missing Banner, then click HELP in the left hand side of the grey bar at the top of the screen. This contains six Categories, each with their own sub-index - list see next page for full details, the categories are:

**System Guidance / Golden Hour Tasks / Police Systems / Other Agencies / Personal / Profiles.**

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<b>System Guidance</b> ACPO Definition Submitting a MP Report Amending Details on Report Ownership of the Report Case Reviews Adding Actions Resulting Actions Action Log – adding details Case Completion Photographs Publicity Multiple Missing Persons Storage of Other Material FWINs Risk Assessment Transfer of Cases Action Crossing Div Borders System Failures Long Term Missing Persistent Missing Persons	<b>Golden Hour Tasks</b> Medication Circulating Description Info CCTV Operators British Transport Police “Eyes and Ears” PNC Circulations PNC Broadcasts Home Address Searches Search Managers Basic Search Advice Last Number Redial Search & Rescue Teams House 2 House Enquiries Circulating Vehicle Details Mobile Phones Air Support Unit ANPR	<b>Police Systems</b> Custody System Checks Prison Service PNC Checks Previous MFH Checks Useful Websites PNMPB Interpol Underwater Search Teams Powers of Entry / Arrest Sex Offenders DNA & Fingerprints Child Abduction Schengen Article 97 Alerts Child Rescue Alert
<b>Other Agencies</b> Hospitals Ambulance Service General Practitioners Charities NMPH Missingkids Website Pub Watch Traceline	<b>Personal</b> Clothing Hobbies / Interests / Habits Cash Work Financial Matters Keys Taken Access to Vehicles Internet / E-mail Taxi Firms Schools & Colleges Diary / Address Book	<b>Profiles</b> Use of Profiles Children 1 – 3 Years Children 4 – 6 Years Children 7 – 12 Years Youths 13 – 16 Years Depressed/Despondent/Suicidal Alzheimers Sufferers Asylum Seekers Mental Illness Learning / Communication Difficulties

### MISSING PERSON – THE ACPO DEFINITION

**Missing Person:** A missing person is anyone whose whereabouts are unknown, whatever the circumstances of the disappearance. They will be considered missing until located and their wellbeing or otherwise established.

### SCHENGEN ARTICLE 97 ALERTS – GMPCRU Missing Person Section use only:

**Risk categories:**

**JR** – Juvenile at Risk

**AR** – Adult at Risk

**AN** – Adult NOT at Risk

**ID categories:**

**IC** – Identity known and confirmed

**IN** – Identity known but not confirmed

**IM** – Identity misused

(Confirmed means by Fingerprints/DNA or Photo)

### DATA PROTECTION EXEMPTIONS

There are exceptions to the Data Protection act that may assist Officers in obtaining personal information regarding a Missing Person, eg, Bank account information, medical information.

Such exemptions are used for specific reasons:

- In order to Prevent or Detect Crime, Para 29 (1) (a) of the DPA allows for disclosure, and,
- “In the vital interest of the data subject”, Schedule 3 of the DPA, Para 3 (a) (i) and (ii) allows for disclosures

For information regarding financial investigations, “moneyweb” etc, contact your divisional Financial Investigator.

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## MISSING PERSON REPORT FORM 737 – COMPLETION NOTES

The MISSING PERSON'S NAME is to be added to every page, as all are detachable. All details should be completed in BLOCK CAPITALS.

### Section 1 ADMINISTRATIVE DETAILS

Complete all boxes

### Section 2 PERSONAL DETAILS AND DISAPPEARANCE CIRCUMSTANCES

Complete all boxes

#### Ethnic Origin Codes / Ethnic Appearance:

1	White European	2	Dark European
3	African Caribbean	4	Asian
5	Oriental	6	Arab
0	Unknown		

#### Ethnicity Codes:

White	Mixed	Asian/Asian British	Black/ Black British	Chinese or Other
<b>W1</b> British <b>W2</b> Irish <b>W9</b> Any other White Background	<b>M1</b> White/ Black Caribbean <b>M2</b> White/ Black African <b>M3</b> White/ Asian <b>M9</b> Any other mixed background	<b>A1</b> Indian <b>A2</b> Pakistani <b>A3</b> Bangladeshi <b>A9</b> Any Other Asian Background	<b>B1</b> Caribbean <b>B2</b> African <b>B9</b> Any other Black Background	<b>O1</b> Chinese <b>O9</b> Any other ethnic group (eg Arabic)

**Search Authority** This should be signed by the informant to authorise searches of buildings and grounds

### Section 3 RISK ASSESSMENT & RISK ASSESSMENT CONFIRMATION

The Initial Investigating Officer (IIO) is to complete the Risk Assessment on page 3 and sign it.

The IIO's direct supervisor is to review/confirm the Risk Assessment by signing the declaration on page 3.

#### CLASSIFICATION OF RISK AND RESPONSE (ACPO Manual of Guidance 2005 – Para 3.5)

RISK	DEFINITION	PROPORTIONATE ACTION
<b>High</b>	There is an immediate risk and definite grounds for believing that the missing person is at risk through their own vulnerability or mental state, or there are grounds for believing that the public is at risk through the missing person's mental state.	This category requires the immediate deployment of police resources and a member of the BCU senior management team or similar command level must be involved in the examination of initial enquiry lines and the approval of appropriate staffing levels. Such cases should lead to the appointment of a Senior Investigating Officer (SIO). There should be a press/media strategy and/or close contact with outside agencies
<b>Medium</b>	The risk posed is likely to place the missing person in danger, or they are a threat to themselves or others.	This category requires an active and measured response by police and other agencies in order to trace the missing person and support the person reporting.
<b>Low</b>	There is no apparent risk of danger to either the missing person or the general public.	In addition to recording the information on the PNC, the police will advise the person reporting the disappearance that following basic enquiries and unless circumstances change, further active enquiries will not be carried out by police. The missing person's details will be passed to the National Missing Persons Helpline (NMPH) in line with the national protocol. Low risk missing persons, however, must be kept under review as risk can increase with the passage of time.

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#### Section 4 ADDITIONAL DESCRIPTIVE DETAILS

Complete all boxes; record Telephone numbers, Address and Associate details, including date of birth (if known).

#### Section 5 MARKS, SCARS AND TATTOOS

Complete as appropriate, ensuring each item is individually recorded and described in full.

#### Section 6 GMP / ICMEC STANDARD CONSENT FORM / PHOTOGRAPHS

##### Circulation on the "Missing Kids" website (Page 5)

The IIO should send (via the internal mail) the website consent form (Page 5) to the Force MFH Section, LPIB, SVPU @ the Fiddes Building after 3 days along with an original photograph of the missing person - see page 6. The IIO is to ensure that the website consent form is completed with 3 authorising signatures:

1. The person with parental responsibility
2. Witnessing officer
3. Authorising Officer (divisional Duty Inspector or above) before dispatch to the Force MFH Section.

##### Circulation of Photographs (page 6)

The IIO should obtain two photographs of the misper that should be updated on the back by the informant, giving the name of the missing person and an approximate date of the photograph. As soon as practical the Force MFH Section at the Fiddes Building should receive one photograph from the IIO by sending either:

- i. An original photograph with pages 5 and 6 duly completed using the internal GMP mail system, or,
- ii. A scanned photograph as a JPEG file attached to an email and sent to:

**[john.barnes@gmp.pnn.police.uk](mailto:john.barnes@gmp.pnn.police.uk)** or to **[mark.jepson@gmp.pnn.police.uk](mailto:mark.jepson@gmp.pnn.police.uk)**

The photo will be returned to the location shown at the bottom of page 6.

#### CIRCULATING DETAILS OF THE MISSING PERSON

When completed, the Initial Investigating Officer must complete the following actions in order to have the Missing Person's details circulated on the OPUS and PNC systems, and circulated with the NPIA Missing Person Bureau. For missing persons aged under 18 on the date they were last seen the IIO should ensure that "Missingkids" Website Consent (Page 5) is completed

##### Circulating the Missing Person on OPUS / PNC and with the NPIA MP Bureau and "Missing People" charity

To circulate the Missing Person on OPUS and PNC, the Initial Investigating Officer MUST fax pages 1- 4 to the GMP Missing Person Section on **0161 856 2666 as soon as possible**. Details will automatically be passed to the NPIA Missing Person Bureau if the missing person remains outstanding for 72 hrs. The MPB will notify the "Missing People" charity as required.

##### Circulation to Other Forces via the MSS system

To circulate details of the Missing Person to other forces, the investigating division should send details of the Missing Person on an MSS to Trafford OCR requesting an All Ports Broadcast. This should be authorised by a Superintendent or above.

##### Requesting Observations to Other GMP Divisions

**Initial** observations requested of other divisions should be requested on the existing FWIN, or via the MSS system direct to the Division(s) concerned.

**Repeat** observations requested of other divisions must be requested via the MSS system direct to the Division(s) concerned, or via the Action Board and telephone call to the DUTY response and not to any central point for re-forwarding of MSS's or on any existing FWINS.

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<b>Section 1 – Administrative Details (See Page iv for Guidance)</b>			
<b>Div / Area:</b>	<b>SRN:</b>	<b>Warning Signals:</b>	<b>OIC/IIO PIN:</b>
Website consent signed <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>PNCID:</b>	<b>FWIN and date:</b>	<b>OIC/IIO name:</b>
<b>MFH category:</b> <input type="checkbox"/> Missing <input type="checkbox"/> Runaway <input type="checkbox"/> Illegal Immigrant <input type="checkbox"/> Abduction <input type="checkbox"/> Suicidal	<b>Accommodation type:</b> <input type="checkbox"/> Home Address <input type="checkbox"/> Care <input type="checkbox"/> Medical Hospital / A & E <input type="checkbox"/> Psychiatric Hospital / Unit <input type="checkbox"/> Elder Care <input type="checkbox"/> Other	<b>Care address type:</b> <input type="checkbox"/> LA Children's Home <input type="checkbox"/> Private Children's Home <input type="checkbox"/> Foster Home <input type="checkbox"/> Other	<b>Missing from care?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>Out of area placement?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  Area:
<b>DNA source available:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If YES – give details (eg. toothbrush):	<b>DNA source current location:</b>	<b>DNA reference number:</b>	<b>Blood group:</b>
<b>Dental chart available:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Dental chart sent to MFH sect:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Photo available:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Photo sent to MFH sect:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
Mobile phone no:	Mobile phone make/model:	Mobile phone network:	MFH email address:

<b>Section 2 – Misper's personal details and disappearance circumstances (See Page iv)</b>			
Age:	DOB:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender	Disability: <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Mental Impairment
Ethnicity: (16+1)	Ethnic origin: (1-6)	Build:	Height:
Hair style:	Hair colour:	Facial hair:	Eye colour:
Glasses:	Accent:	Place of birth:	Nationality:
NI no:	Religion:	Marital status:	Sexuality:
<b>Details of clothing and jewellery believed to be worn or in misper's possession</b>			
<b>Last seen details:</b>	Last seen on _____ (date) at _____ (hrs)		
<b>Last seen location:</b>			
<b>Last seen by:</b>	Relationship to misper:		Other information:
<b>Who are they missing with? (complete as appropriate when known)</b>	SURNAME:		
	Forename:		
	Date of Birth:	MP Ref:	
<b>Missing from address: (including postcode)</b>			Postcode:
	Tel. no:	Address information:	
<b>Home address - if different</b>			Postcode:
	Tel. no:	Address information:	
<b>School / employment address:</b>			Postcode:
	Tel. no:	Address information:	
<b>Occupation:</b>			

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<b>Missing Person Report</b> <i>To be completed on every page</i>	Surname/family name:
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<b>Reason for disappearance:</b>			
<b>Medical:</b>	<b>Medical condition(s):</b>		
	Medical causes for concern:		
	Medication:		
<b>Medication:</b>	Implications of misper missing medication:		
<b>Mental:</b>	Known mental health issues: <input type="checkbox"/> YES <input type="checkbox"/> NO . If YES give details on Risk Assessment free text area		
<b>Alzheimers/ Dementia:</b>	Stage 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> -	Address previously found:	
	Previous history of wandering – YES <input type="checkbox"/> No <input type="checkbox"/>		
<b>Access to vehicle:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	VURN:	Registration no:
	Model:	Make:	Colour: Description:
<b>Informant details:</b>	Name:		
	Relationship to misper:	Date of birth:	Age:
	Address:		
	Home tel. no:	Mobile phone no:	
	Place of work:		
	Occupation:	Work tel. no:	
<b>Next of kin details:</b>	Name:		
	Relationship to misper:	Date of birth:	Age:
	Address:		
	Home tel. no:	Mobile phone no:	
	Place of work:		
	Occupation:	Work tel. no:	
<b>VENUE SEARCHED</b>	<b>By whom</b>	<b>Comments</b>	
Address last seen searched? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Home address searched? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Garden / garage / outbuildings searched? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Local parks / fields / school grounds <input type="checkbox"/> YES <input type="checkbox"/> NO			
Vehicle searched? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Justification for not searching and details of any other actions taken to complete search action log:</b>			
<i>(NB: IIO to also record on OPUS Missing Action Board as log entry to supplement investigation.) Use additional sheet if necessary.</i>			
Search authorised by:		<b>(Signature):</b>	
Print name (of person authorising search):			
Relationship to missing person:			

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**Section 3 – Risk Assessment - Tick as appropriate (See Page iv for Guidance)**

<b>Age?</b>	<input type="checkbox"/> U13 <input type="checkbox"/> 13-17 <input type="checkbox"/> 18–25 <input type="checkbox"/> 26-40 <input type="checkbox"/> 41-64 <input type="checkbox"/> 65+
<b>Weather conditions?</b>	<input type="checkbox"/> Currently good / fair <input type="checkbox"/> Currently bad
<b>Clothing and equipment?</b> (Cross ref location / weather)	<input type="checkbox"/> Adequate <input type="checkbox"/> Questionable <input type="checkbox"/> Inadequate <input type="checkbox"/> Not known
<b>Involved in crime whilst MFH?</b>	<input type="checkbox"/> No <input type="checkbox"/> Suspect <input type="checkbox"/> Witness <input type="checkbox"/> Victim
<b>Suspicion of crime?</b>	Suspected victim of murder or abduction? <input type="checkbox"/> Yes <input type="checkbox"/> No
	1. History of attempted suicide or self harm <input type="checkbox"/> Yes <input type="checkbox"/> No
	2. Suffers from depression <input type="checkbox"/> Yes <input type="checkbox"/> No
	3. Subject of abuse / bullying or history of abuse <input type="checkbox"/> Yes <input type="checkbox"/> No
	4. Subject's behaviour has changed to cause others concern ? <input type="checkbox"/> Yes <input type="checkbox"/> No
	5. Subject has changed appearance recently <input type="checkbox"/> Yes <input type="checkbox"/> No
	6. Subject has recently joined new groups / sects <input type="checkbox"/> Yes <input type="checkbox"/> No
	7. Subject has displayed grievances against state / society <input type="checkbox"/> Yes <input type="checkbox"/> No
	8. Subject has travelled abroad often or for significant periods of time. <input type="checkbox"/> Yes <input type="checkbox"/> No
	9. Subject has recently associated with groups who have radical or extremist views, or has joined new religious / faith groups or sects <input type="checkbox"/> Yes <input type="checkbox"/> No
	10. Out of character <input type="checkbox"/> Yes <input type="checkbox"/> No
	11. Previously reported missing <input type="checkbox"/> Yes <input type="checkbox"/> No
	12. Work pressures / worries <input type="checkbox"/> Yes <input type="checkbox"/> No
	13. Known medical condition causing concern <input type="checkbox"/> Yes <input type="checkbox"/> No
	14. In possession of required medication <input type="checkbox"/> Yes <input type="checkbox"/> No
	15. Drug or alcohol dependant <input type="checkbox"/> Yes <input type="checkbox"/> No
	16. Access to money <input type="checkbox"/> Yes <input type="checkbox"/> No
	17. Danger to others <input type="checkbox"/> Yes <input type="checkbox"/> No
	18. Familiar with area believed to be frequenting <input type="checkbox"/> Yes <input type="checkbox"/> No
	19. Known hazards / dangers within search area <input type="checkbox"/> Yes <input type="checkbox"/> No
	20. Access to vehicles <input type="checkbox"/> Yes <input type="checkbox"/> No
	21. Passport taken <input type="checkbox"/> Yes <input type="checkbox"/> No
	22. Child abuse marker <input type="checkbox"/> Yes <input type="checkbox"/> No
	23. Domestic violence marker <input type="checkbox"/> Yes <input type="checkbox"/> No
	24. On Child Protection Register <input type="checkbox"/> Yes <input type="checkbox"/> No
	25. Otherwise known to Social Services <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Additional comments / other general concerns:</b>	

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<b>Electronic transfer of Data :</b>	Care Worker completing report: (NAME)	
	Police officer completing risk assessment: (NAME)	PIN:
	Police supervisor confirming risk: (NAME)	PIN:
	<b>RISK:</b> <input type="checkbox"/> HIGH RISK <input type="checkbox"/> MEDIUM RISK <input type="checkbox"/> LOW RISK	
<b>Email to: cru.datainputsectionmailbox@gmp.pnn.police.uk</b>		
<b>Fax transfer of Data :</b>	Initial Investigating Officer: (NAME)	
	Initial Investigating Officer's Risk Assessment: <input type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW	
	Supervising Officer: (NAME)	
	Supervising Officer's Risk Assessment: <input type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW	

**Section 4 – Additional Personal Details (See Page iv for Guidance)**

<b>Other relevant information</b>  <i>(e.g. places the misper is likely to visit, people the misper is likely to contact):</i>	Address 1:	Associated person:
		Tel.:
	Address 2:	Associated person:
		Tel.:
	Address 3:	Associated person:
		Tel.:
<b>Previous Missing From Home History:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If YES – refer to OPUS Missing Person HISTORY for details</i>		
<b>Details of Misper's GP and Dentist:</b>	GP / Practice name:	Dentist / Practice name:
	Full Address:	Full Address:
	Tel.:	Tel.:
<b>Ref. nos:</b>	<b>DNA ref. no.:</b>	<b>CRO ref. no.:</b>
<b>Financial details</b>	Bank:	Building Society:
	Branch:	Branch:
	Sort Code:	Sort Code:
	Account No(s):	Account No(s):
	Credit Cards:	Estimated cash in Misper's possession: £
<b>Form 819b completed? (Data Protection Exemption)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO Exempted by Data Protection Act, Part IV Exemptions – Para 29 (1) (a) Prevention/Detection of crime and Schedule 3 of the DPA, para 3 (a) (i) and (ii) – vital interest of data subject		
<b>Passport details:</b> Same exemptions to Data Protection apply.		Passport No.
		Expiry date:
Current location of passport:		

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**Section 5 – Marks / Scars / Tattoos**

Valid options listed below for guidance, give full and accurate description for each occurrence.

Type:	Location:	Body part:	Description / Comments

<b>Type:</b>	<input type="checkbox"/> Birthmark	<input type="checkbox"/> Brace	<input type="checkbox"/> False	<input type="checkbox"/> Lacking	<input type="checkbox"/> Mark	<input type="checkbox"/> Mole	<input type="checkbox"/> Peculiar	<input type="checkbox"/> Pierced	<input type="checkbox"/> Scarred	<input type="checkbox"/> Tattoo
<b>Location:</b>	<input type="checkbox"/> Back	<input type="checkbox"/> Both	<input type="checkbox"/> Centre	<input type="checkbox"/> Front	<input type="checkbox"/> Left	<input type="checkbox"/> Lower	<input type="checkbox"/> Right	<input type="checkbox"/> Upper		
<b>Body part:</b>	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Breast	<input type="checkbox"/> Chest	<input type="checkbox"/> Elbow	<input type="checkbox"/> Foot	<input type="checkbox"/> Head	<input type="checkbox"/> Lips	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Teeth	<input type="checkbox"/> Wrist
	<input type="checkbox"/> Ankle	<input type="checkbox"/> Brow	<input type="checkbox"/> Cheek	<input type="checkbox"/> Eyes	<input type="checkbox"/> Forehead	<input type="checkbox"/> Hearing	<input type="checkbox"/> Neck	<input type="checkbox"/> Sight	<input type="checkbox"/> Thigh	
	<input type="checkbox"/> Arms	<input type="checkbox"/> Buttocks	<input type="checkbox"/> Chin	<input type="checkbox"/> Face	<input type="checkbox"/> Genitals	<input type="checkbox"/> Hip	<input type="checkbox"/> Nose	<input type="checkbox"/> Skin	<input type="checkbox"/> Toes	
	<input type="checkbox"/> Back	<input type="checkbox"/> Calf	<input type="checkbox"/> Ears	<input type="checkbox"/> Fingers	<input type="checkbox"/> Hand	<input type="checkbox"/> Legs	<input type="checkbox"/> Scalp	<input type="checkbox"/> Speech	<input type="checkbox"/> Tongue	

**Section 6 - GMP / ICMEC – Standard Consent Form**

PNC ID no:	<b>PNMPB use only</b>	
	Vetting ref no.:	Child Internet Case No.:

**Consent for Circulation of Child on Missing Children Internet Web Site**

- I have parental responsibility for the below named child
- The information which I have supplied contained within this report in respect of the named child is true and accurate
- I give my consent to this information being circulated on the Internet in order to assist in the investigation of his/her disappearance
- I understand that posters may be made and distributed
- I have supplied a recent photograph of the named child (and have signed the rear of the photo and time / dated and added the child's name to it – see page 6)

**Details of person with parental responsibility**

Name of person with parental responsibility:	
Relationship to child:	
Signature:	<i>(Informant / NOK)</i> Date:
Name of officer witnessing:	
Rank:	Collar no:
Witness signature	Date:

**Details of child:**

Surname:	
Forename:	Date:

**Details of Authorising Officer circulation authorised by (Duty Inspector or above):**

Name:	
Rank:	Collar no:
Authorising Officer's signature:	
Date:	Time:

**FAX PAGES 1- 4 ASAP TO GMPCRU – Fax: 0161 855 2092**

Obtain Photo and complete page 5 - then post pages 5 & 6 to the Force MFH Section, LPIB, SVPU at Fiddes Building

*INTENTIONALLY LEFT BLANK*

**RESTRICTED – when completed**

<b>Missing Person Report</b> <i>To be completed on every page</i>	Surname/family name:
	Fore/given name:
	MP Reference No.

<b>ATTACH PHOTOGRAPH HERE</b>

**SEND ONE ORIGINAL PHOTOGRAPH AND MISSING KIDS WEBSITE CONSENT FORM TO:**

**MFH SECTION, LPIB, FIDDES BUILDING, VIA INTERNAL MAIL.**

**THE PHOTOGRAPH WILL BE SCANNED AND THE IMAGE STORED ELECTRONICALLY, AND THE ORIGINAL PHOTOGRAPH RETURNED TO DIVISIONAL MFH SPOC.**

<b>To be completed by IIO:</b>	
Photo to be returned to:	
Name:	PIN:
At (Police Station):	

**FAX PAGES 1- 4 ASAP TO GMPCRU – Fax: 0161 855 2092**

Obtain Photo and complete page 5 - then post pages 5 & 6 to the Force MFH Section, LPIB, SVPU at Fiddes Building

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# **INFORMATION FOR INFORMANTS AND NEXT OF KIN**

**This page is to be detached from the MFH report  
and handed to the informant / NOK for their retention and information.**

## **What actions can you expect from GMP:**

From the information you have provided, and from some additional factors such as the weather forecast etc, we will now make an educated Risk Assessment with regard to the missing person. It is therefore vital that you let us have as much information regarding the missing person, including their state of mind and any possible reasons they might have for going missing.

This Risk Assessment, along with other guiding factors such as advice from a dedicated "Missing Person Search Manager" will influence the resources put in place to locate the missing person.

Such resources available include the number of available officers, helicopters, underwater search teams, dog units, mounted units, and mountain rescue teams.

The Investigating Officer(s) will need to methodically search (with your approval) the missing persons home and belongings in an attempt to identify why they have gone missing and where they may have gone. Further searches of outhouses, garages, gardens and the local area may also be completed. During these searches, certain items may need to be taken away for further investigation or safe keeping, particularly items required for identification purposes which may have fingerprints, palm prints or DNA sources on them. Your approval will be sought before such items are removed, and your assistance will be greatly appreciated.

We will check all local hospitals as a standard enquiry, as we will custody offices just in case the missing person has been held in custody for any reason.

If the Risk Assessment warrants it, we may also make enquiries with the missing person's doctor, dentist, employer or school, bank, department of works and pensions, mobile phone provider and in certain circumstances, even with international law enforcement agencies such as Interpol.

No missing person report taken and "owned" by GMP is ever closed without the location of the missing person being known, however you should be aware that in the cases of some adult missing persons, whilst we may locate them, they may not want the informant or NOK being made aware of their location, and consequently we would be unable to pass on such location information to the informant, all we could divulge is that they are safe and well.

## **What do we need from you ?**

We will need a recent photograph of the missing person so that images of the missing person can be passed to our CCTV operators and other operational officers. It would be appreciated if you could also give approval for this image to be used in any subsequent publicity we feel is necessary to assist in locating the missing person.

We would also encourage you to continue to make enquiries to locate the missing person, and to keep us informed as to your progress. We will give you periodic updates, and should you have any questions regarding the case, you should contact your local GMP police station (via 0161 872 5050) and ask to be put through to the Divisional Missing From Home Single Point of Contact for area, or the Patrol Sergeant for that area.