



Missing Person Case Summary

Completed By:

Date Completed:

Case Status: Investigating Agency's Case Status (*select one*): Open-Active Open-Inactive Closed

Case Status Date:

If closed, briefly explain how the case was resolved:

Case Numbers:

Investigating Agency's Case Number(s):

State Agency's Case Number(s), if applicable:

Name:

First Middle Last Suffix

Alias Name(s):

First Middle Last Suffix

First Middle Last Suffix

Sex: (*select one*): Male Female Unknown Other (specify)

Race/Appearance:

Age, Height, Weight:

Date(s) of Birth (*mm/dd/yyyy*):

Age (*or best estimate*) at time of incident: to

Height (*or best estimate*): to Weight (*or best estimate*): to

Physical Descriptors and Medical Information:

Hair Color: Hair Length: Eye Color:

Facial Hair (*if applicable*):

Scars/Marks/Tattoos/Piercings and locations:

Medical Hardware/Serial Number(s):

Known Surgeries/Implants:

Phone Number (*if known*):

Missing Person's Residence (*if known*):

Street Address:

City: County:

State/Province: Zip Code: Country:

District/Division/Beat:

Identification Numbers:

Social Security Number(s):

FBI Number:

State ID Number(s):

NCIC Number:

NamUs Number:

ViCAP Number:

NCMEC Number:

City/County ID Number(s):

Driver's License State(s)/Number(s):

Dental Records/X-Rays Available: Yes No

If yes, list databases/systems they were submitted to:

Date Dental Records were Examined:

Name of Forensic Odontologist/Medical Professional:

Fingerprints Collected: Yes No

If yes, list databases/systems they were submitted to and date:

DNA Collected: Yes No

If yes, mark the appropriate DNA Profile below:

Complete STR Partial STR Y-STR mtDNA Pending Unknown

List databases/systems the DNA Profile was submitted to and date:

Lab that Uploaded the DNA into CODIS:

Sample Type Used to Develop DNA Profile (*i.e. bone, teeth, tissue, blood*):

Clothing, Jewelry, and Possessions: Description of clothing, jewelry, glasses, and other items worn by or in possession of person (*include sizes, colors, brands, etc.*). Please append photos if available.

Marital Status:

Employment/School (*include grade*):

Group Affiliation/Social Media Presence (*include screen names*):

Was the missing person a member of, or associated with, any group, organization, or social media platforms?

Vehicle Information (*if applicable and/or available*):

License Plate Number:

License Plate State/Province:

Vehicle Year (*or estimated range*):

to

Vehicle Identification Number (VIN):

Vehicle Make:

Vehicle Model:

Vehicle Color:

Address/Location the Individual Went Missing From:

Street Address:

City:

County:

State/Province:

Zip Code:

Country:

District/Division/Beat:

Date Individual Went Missing:

Circumstances of Missing Event:

Endangerments:

Multiple Missing Events

Drug Abuse

Criminal History

Sex Trafficking

Gang Involvement

Victim of Domestic Violence

Other (*explain*)

Additional Case Information:

Provide a comprehensive summary of this case. Include any details important for case sharing and comparison purposes.

This document was produced by the Deceased Persons Identification (DPI) Services Best Practices Focus Group, formed to close the identification gap for unknown deceased individuals. This group includes subject matter experts from the FBI; federal, state, local, and tribal law enforcement agencies; medical examiners and coroners; the National Missing and Unidentified Persons System; the National Center for Missing and Exploited Children; the Black and Missing Foundation; the Doe Network; and The National Consortium of Justice Information and Statistics.

For more information, email DPIServices@fbi.gov.