

REPORTING PERSON'S INFORMATION

Name: _____

Phone Number: _____

Relationship to Missing person: _____

MISSING PERSONS DAY CHECKLIST

Please complete this checklist with as much detail as possible. Once complete, please email this checklist and any documentation to medical.examiner@cookcountyil.gov or fax 312-997-4544

Missing Person's Information

Full Name (First / Middle / Last):

Date of birth: _____

Birthplace: _____

Nicknames/AKA: _____

Most recent addresses:

Any other friends or acquaintances who might have information?

Any regular hangouts, churches, temples, places of employment?

Most recent employer: _____

Police report filed Y N Police Agency _____

Police report number _____

Physical Description

Gender: _____ Race: _____ Ethnicity: _____

Height: _____ Weight: _____ Eye color: _____

Hair color/style: _____

Distinguishing marks (tattoos, birthmarks, scars, piercings, etc.):

Details of Last Encounter

Date/Time: _____

Circumstances (where, what was happening, who was there):

Clothing worn and sizes (if known):

Any health complaints?

Social History

Safety concerns such as illicit drug use, mental illness, medical conditions, etc?

If yes, please explain (include specific drugs, medical diagnosis or history of suicide, if possible)

Arrest history? _____

If so, where, when, why and for how long?

History of homelessness? _____

Medical History

Please list any surgical scars, artificial parts or implants (such as screws, plates, silicone implants) that you know him/her to have

If yes, please explain (include physician, dentist, or other health care provider if possible)

Documentation

Please indicate how the following documentation, if available, will be provided to the Cook County Medical Examiner's Office. If unable to email/attach these documents please bring copies, not originals, to our office the day of event.

Documentation	Email?	In person?
Photographs		
Police Report		
Dental Records		
Medical Records		
Journal, text messages, social media accounts		

Are you or any other first-tier relatives (children, parents, siblings) willing to provide DNA for comparison to either confirm ID or rule out any possible unidentified matches? _____

In order to provide DNA at the event, a missing persons report will need to be filed with the law enforcement jurisdiction where the person went missing. Law enforcement agencies will be on hand the day of the event to assist in making these reports if one has not been completed prior. It is highly recommended to make this report prior to the event.

Official Use Only

LEADS/NCIC # _____

Police Agency _____

Police Report # _____

Prints on file: Yes/No _____

Dental Records on file: Yes/No _____

DNA on file: Yes / No _____

CCME # (in the event the person is identified as an unknown deceased in Cook County) _____

NamUs submission: Yes / No _____