







Herbert Protocol-Missing Person Information Form

If you are concerned about the whereabouts of your friend/relative, then you MUST call the police on 999.

Someone who has dementia, memory loss or other communication difficulties may be at risk of going missing. The Herbert Protocol document provides information about a person that can help others to build a better understanding of who the person is, and help to locate them quickly should they go missing.

There may be important pieces of information that you are able to provide the police in the event that the person you are caring for has gone missing. Try and have several copies of recent, close-up photographs of the person, this may help the police when searching for them.

Please fill in as much as you can and keep it in a safe place where it can easily be located if the person it refers to goes missing. You may want to make several copies which can be kept safe by neighbours or relatives.

This form is designed to be completed by a friend/family member/neighbour/care worker or other appropriate person working with the vulnerable person.

If the form is completed by a representative of a partner agency, such as a carer, that agency will become the data controller and will have to consider on a case-by-case basis whether the information is passed on to the friend/family member/neighbour. Please contact your own legal team for further advice.

Part 1 - to be completed when it has b	een identified the ir	ndividual is at risk of g	oing missing	
Full name (of person at risk):			Attach photo here	
Preferred name:				
Date of birth: Age:		ge:	It may help if you have an electronic	
Ethnicity:			photo so it can be emailed to the police	
Current address:			who will send it those involved in the search.	
Carer/Spouse/next of kin name and co	ntact:			
Previous addresses				

	Back	kground, family and friends	
Current a	and past in	terests, jobs and places lived in	an visited
Habits:			
Hobbies:			
General description,			
e.g. hair colour, height, weight:			
District this feet as			
Distinguishing features, e.g. scars, tattoos:			
e.g. sears, tattees.			
Has the person got a mobile phone?			
Has the person got a GPS tracker?	Yes/No	If so what are the details?	
Previous places found:			
Trevious places louliu.			
Things that may cause worry or upset	:		
Hearing and eye sight:			
Mohility			
Mobility:			
Best way of communicating:			
İ			

abits and routines –	what regularly happens? Sor	meone visits? Weekly shop?				
Morning	Afternoon	Evening				
		•				
Completed in advance by: Contact number:						
:		Date:				
I agree that the information in this leaflet may be shared with emergency services and health and social care						
professionals for safeguarding purposes.						
Any other relevant information? Up-to-date state of both physical and mental health.						
	abits and routines – Morning tion in this leaflet arding purposes.	Morning Afternoon Afternoon It is a second or a seco	Afternoon Evening Morning Afternoon Evening Contact number: Date: tion in this leaflet may be shared with emergency services and health and social calarding purposes.			

Part 2 - (to be completed when the person has been reported as missing)				
Description of what the person was last seen wearing. Include colour, designer labels/brands:				
Shirt/sweater:				
Trousers/skirt:				
Outerwear e.g. coat, jacket:				
Headwear:				
Gloves:				
Scarf:				
Footwear:				
Jewellery, e.g. watch, rings:				
Other:				
Has the person got any money? Yes/No If so, how much? £				
Are they carrying a bag?				
How independent is the person at the time of going missing?				
Time, date and location last seen:				
Risk factors ('check X') Suicidal Depressed Confused Alcohol Violent				
U Other (describe):				
Are you happy to approve a media release: Yes / No				
Completed on incident date by: Contact Number:				
Relationship to the person: Date:				
Any other relevant information?				