

## REPORT INFORMATION

The list below is all the requirements that we will need to write a report. We must have all the information in order to complete the report. All information must be filled out honestly and to the best of your knowledge.

1. Personal Information
  - a. First Name—Middle Name—Last Name
  - b. Race
  - c. Ethnicity
  - d. Gender
  - e. Date of birth
  - f. Marital Status
  - g. Height
  - h. Weight
  - i. Hair Color
  - j. Eye Color
  - k. Social Security Number
  - l. DL/ID# and state
  - m. DL Class and Expiration Date
  - n. Home Phone/Cell Phone/ Work Phone
  - o. Home Address and Work Address
  - p. Place of Birth Country
  - q. Place of Birth City and State
  - r. Citizenship
  - s. Occupation
  - t. Employer
2. Location
  - a. Place where you last saw property
  - b. Date of last seen
  - c. Who saw it last/Date and Time
  - d. When did you notice it missing/Date and Time
3. Property
  - a. Type of property
  - b. Make
  - c. Model#
  - d. Serial Number
  - e. Value
  - f. Estimated Damage
  - g. Damage Level
  - h. Distinguishing Marks
  - i. Description

- j. Color
- 4. Insurance Information
  - a. Policy Number
  - b. Expiration Date Policy Holder
  - c. Insurance Company
  - d. Agent Name
  - e. Phone Number