



VICTORIA POLICE

# How to report a missing person



Easy English

# Hard Words

This booklet has some hard words.

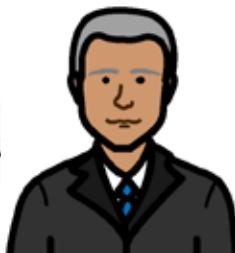
The first time we write hard words

- the words are in **blue**
- we will write what the hard words mean.



In this booklet we use pictures of police in

- uniforms
- suits.



## About this booklet



This booklet is about how to report a **missing person**.

This means you tell the police about the missing person.



A missing person is when you have tried to find the person and you

- do **not** know where they are
- can **not** find them
- do **not** know if they are safe.



If a person is missing you can tell the police.

When you tell the police you will make a missing person report.

## What to do



You do **not** need to wait to report a missing person.

You can report a missing person straight away.



Go to your local police station.



Go to page 9 for how to find your local police station.

## How to make a missing person report



Go to a police station to make a missing person report.



Tell the police officer at the front counter  
**I want to report a missing person**



You might have to wait for the police to help you.



The Police will ask your

- name
- address
- phone number.



Police will ask you questions about the missing person.



## Tell the police



- what the missing person looks like
- how the missing person communicates



- when the missing person was last heard from



- places the missing person goes
- where the missing person was last seen



- **medication** the missing person takes.  
Medication means a tablet or liquid to help your body.

## What to bring



- a recent photo of the missing person, if you have one
- **contact details** of family and friends that know the missing person.



Contact details are

- names



- addresses



- phone numbers.



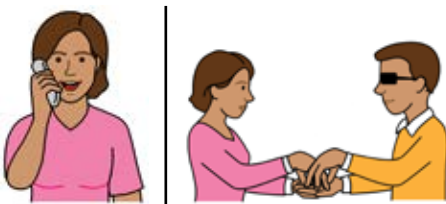
When you talk to police you can have an **interpreter**.

An interpreter is a person that changes your message from one language to another.



For example

- Auslan to spoken English
- Vietnamese to English.



An interpreter can help you

- on the phone
- face to face.



An interpreter is free when you talk to police.

You can talk to someone who is the **same gender** as you. This means you



- are a man and you talk to a man



- are a woman and you talk to a woman.





## Your local police station

To get information about your local police station you need to do 6 things.



1. Go to [www.police.vic.gov.au](http://www.police.vic.gov.au)



2. Look on the right side of the webpage

3. Click on

Find Your Local Police Station



4. Type your postcode

5. Click go



6. Click on results.



## If you know



- where a missing person is

or

- have any other information about a missing person



Call Crime Stoppers on **1800 333 000**

You do **not** have to give your name.

## Other ways to contact the police



You can use the [National Relay Service - NRS](#) if you need to.

The NRS is for people who are Deaf, hard of hearing or have a speech difficulty.

Call 000 with TTY or Speak and Listen.



TTY users call 106

To ask for police type PPP

TTY users must register with the National Relay Service.

Speak and Listen users call

1800 555 727



Ask for Triple Zero

Internet Relay users call 000

This call is **not** a **priority** over other calls.

This means they will **not** know you have an emergency.

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Scope's Communication and Inclusion Resource Centre

wrote the Easy English. April 2017 [www.scopeaust.org.au](http://www.scopeaust.org.au)

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