

**Homicide Investigation Tracking System©**

**Missing Person/Suspected Murder Form**

(Revised November 15, 2021)

Please complete the questions on the Murder form to the best of your knowledge.

The HIGHLIGHTED questions ***must*** be completed on all cases (missing person, unidentified found bodies, and all non-stranger murders). Stranger cases should have most of the questions completed to assist in determining MO and signature of the offender and in linking cases.

After completing a form, **save it to a file with a name that is recognizable to you**, and e-mail it as an **attachment** to your HITS Investigator.

Information on your homicide case is as important to us in the HITS Unit as it is to you. When you have a homicide within your jurisdiction, you need to submit a HITS form as soon as possible so we can help you with your investigation, especially when the offender is not known.

* We can and will search for other cases that could match your case.
* We will look for similar cases where a suspect was convicted and perhaps has completed his prison time and been released.
* We can give you a list of persons with criminal history that live in a certain area or near a certain address.
* We can assist with other suspect information.
* We can search for vehicles by partial license number or by make, model and color of a suspect vehicle.

If your case meets criteria for submission to the FBI’s Violent Criminal Apprehension Program (ViCAP), we will submit it for you.

If you have a suspect at large or one that has not been identified, we can assist by sending out a bulletin to all law enforcement agencies statewide, including Oregon.

If you have any questions you should call your HITS investigator or the general phone number: 206-464-6430 or 800-345-2793.

**To get started just hit the tab button or use your mouse and click on question # 1 answer box.**

**MISSING PERSON / SUSPECTED MURDER FORM**

**CASE ADMINISTRATION**

If this case meets ViCAP criteria, do you want it submitted? 1 Yes 2 No

If yes, is it authorized to be viewed nationwide? 1 Yes 2 No

1. Date received or completed:  2. HITS report ID#:

3. Reporting agency ORI#:  Reporting agency:

4. Officer/Det. Last name:  5. First name:

6. Phone:

7. Reporting agency’s case/incident #:

8. Case status: 1 Unsolved – Open 2 Solved - Closed

9. Evidence suggests the victim in this case is a:

1 Single victim 3 Victim in a possible series

2 Multiple victims 4 Series victim. Series name:

MOTIVE

10. Check the response(s) that most closely fits the **main** motivation that compelled the offender to commit this murder. **(check all that apply)**

|  |  |  |
| --- | --- | --- |
| 1 Accidental | 14 Heat of anger | 26 Psychopathic |
| 2 Arson | 15 Homosexual | 27 Rape |
| 3 Burglary | 16 Justifiable homicide | 28 Reckless/Negligent |
| 4 Child abuse murder | 17 Kidnap | 29 Revenge |
| 5 Conspiracy | 18 Love triangle | 30 Robbery |
| 6 Cult (ritualistic) | 19 Mass | 31 Self-defense |
| 7 Domestic violence | 20 Mental/Insane | 32 Serial/Possible serial |
| 8 Drug related | 21 Mercy killing | 33 Sex related (other) |
| 9 Financial gain | 22 **Missing person presumed dead** | 34 Sniper |
| 10 For hire | 23 Murder to conceal another crime | 35 Torture (not sexual) |
| 11 Fun/Amusement | 24 Murder to prevent testimony/identity | 88 Other |
| 12 Gang | 25 Officer killed | 99 Unable to determine |
| 13 Hate/Bias |  |  |

**VICTIM INFORMATION**

11. This is victim  of  victim(s) in **this** incident:

(number) (total)

12. Status of the victim is:

1 **Missing or kidnapped** person with evidence of foul play. (Victim still missing)

**VICTIM IDENTIFICATION & CHARACTERISTICS**

13. L. Name: 14. F. Name: 15. M. Name:

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| --- | --- | --- |
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16. AKAs and alias DOBs:

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17. DOB: 18. Age: 19. Race: 20. Sex:

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| --- | --- | --- | --- |
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21. Hgt: 22. Wgt: 23. Hair color: 24. Hair length: 25. Eye color:

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| --- | --- | --- | --- | --- |
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26. Did the victim have any scars or birthmarks? 1 Yes 2 No

27. Did the victim have any tattoos? 1 Yes 2 No

28.Scars/Tattoos/Birthmarks:

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29. Did the victim have outstanding physical features or was there something about the victim that would attract attention?

1 Yes  2 No

30. Street: 31. City:

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| --- | --- |
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32. County: 33. State: 34. Zip:

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| --- | --- | --- |
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35. Prev. street address: 36. City: 37. County: 38. State: 39. Zip:

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**VICTIM BACKGROUND**

40. SS#: SID#: FBI#

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41. Marital status: 1 Single 2 Married 3 Divorced 4 Widowed 5 Separated

42. Occupation (legitimate or non-legitimate): 43. Employer & city:

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**RELATIONSHIP TO OFFENDER**

44. Using the list below, pick the selection that best describes the relationship between the victim and the offender(s).

Victim was the offender’s: **(check all that apply)**

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| --- | --- | --- | --- | --- | --- |
| 1 | Acquaintance (business, drugs, etc) | 9 | Hitchhiker/Ride giver | 17 | Spouse |
| 2 | Acquaintance (first time, just met) | 10 | Lover | 18 | Spouse (Ex-) |
| 3 | Acquaintance (one way) | 11 | Lover (Ex-) | 19 | Spouse (Common-law) |
| 4 | Babysitter/Child | 12 | Parent/Child | 20 | Spouse (Estranged) |
| 5 | Family member (other) | 13 | Parent’s Boy/Girlfriend | 21 | Step-parent/Step-child |
| 6 | Friend/Neighbor | 14 | Prostitute/John | 22 | Total stranger |
| 7 | Grandparent/Grandchild | 15 | Rival Gang | 88 | Other |
| 8 | Guardian/Dependent | 16 | Sibling | 99 | Unable to determine |

**LIFESTYLE**

45. General lifestyle: **(check all that apply)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Described as “average citizen” | 6 | Alcohol Abuser | 11 | Runaway |
| 2 | Engages in criminal activity | 7 | Drug User/Abuser | 12 | Transient |
| 3 | Gang Member | 8 | Bondage | 88 | Other |
| 4 | Drug Dealer | 9 | Mental Issues |  |  |
| 5 | Prostitute | 10 | Reclusive |  |  |

45a. Sexual orientation, if known:

1 Bisexual 2 Heterosexual 3 Homosexual 4Transgender/Transsexual

46. Is or was the victim a member of a gang? 1 Yes (If **YES**,describe below) 2 No  Possible

Gang Type Subset Gang Type Subset

|  |  |  |  |
| --- | --- | --- | --- |
| 1 Street |  | 5 Religious/Cult |  |
| 2 Biker |  | 6 White Supremacist |  |
| 3 Prison |  | 7 Terrorist |  |
| 4 Organized Crime |  | 88 Other |  |

**UNIDENTIFIED DEAD VICTIM OR MISSING PERSON**

47. NCIC number if victim is a missing person or an unidentified dead body:

48. Abnormalities of the teeth: **(check all that apply)**

1 None 4 Crooked 7 Some / all missing 88 Other

2 Braces 5 Decayed 8 Stained

3 Broken / chipped 6 Noticeable gaps 9 Partial plates / bridges

49. Wears glasses: **(check all that apply)**

1 Regular glasses 3 Rimless 5 Metal frames 7 Unknown

2 Sunglasses 4 Plastic frames 6 Contacts 88 Other

**VICTIM CLOTHING**

If this is an UNIDENTIFIED DEAD or a MISSING PERSON CASE where foul play is suspected, list victim’s clothing, clothing color, and description. If the clothing item is multi-colored, list each of the predominate colors. **(use all that apply)**

1) Whites 3) Greens 5) Purples/Violets 7) Browns/Tans

2) Yellows 4) Blues 6) Reds/Oranges 8) Grays/Blacks

50 Clothing item: 51. Color: Characteristics (rips, brand, logos, etc.):

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52. Dental records submitted for analysis 1 Yes 2 No

53. DNA submitted for analysis 1 Yes 2 No

**MISSING PERSON MEDICAL IDENTIFICATION**

54. Doctor or medical facility that has the missing person’s medical records:

Dr.’s Name: Medical Facility: Phone:

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| --- | --- | --- |
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Street: City: County: State: Zip:

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55. Dentist or dental facility that has the missing person’s dental records/x-rays:

Dr.’s Name: Dental Facility: Phone:

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| --- | --- | --- |
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Street: City: County: State: Zip:

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**METHOD OF OPERATION**

**DATE AND TIME PARAMETERS**

56. Victim last seen prior to death: To:

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| --- | --- | --- | --- |
| Date | Time | Date | Time |

**GEOGRAPHIC LOCATION**

Last known location of **identified** victim or **missing** person: (prior to assault/murder or disappearance)

59. Street: 60. City: 61. County: 62. State: 63. Zip:

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64. At the time of initial contact with the offender, or when last seen, what was the victim doing?

**Type of site** (e.g. House, Apartment, Vehicle, Woods, River, Dumpster, Park, Tavern, Roadway, etc.)

70. Victim last seen site:

74. If applicable, the victim’s work place was: **(check all that apply)**

1 Last known location of the victim prior to assault/murder 3 Murder or major assault site

2 Initial contact site between the offender and victim 4 Victim found or body recovery site

**CRIME SCENE**

124. If the initial contact or assault on the victim was *in a building*, how did the offender gain entry?

1 Building open to public 3 Non-forced entry 5 Let in by 3rd person 7 Unknown

2 Let in by victim 4 Forced entry 6 Offender lived/had right to be there 88 Other

125. Did the offender(s) disable the telephone, security system, or other utilities? 1 Yes 2 No

126. The property at the crime scene was: **(check all that apply)**

1 Undisturbed 2 Disturbed 3 Ransacked 4 Vandalized 5 Burned

127. Did the offender(s) destroy/attempt to destroy evidence at the crime scene?

1 Yes  2 No

128. Did the offender write or draw **at the crime scene(s)**?

1 Yes (describe)  2 No **(if NO, go to 130)**

129. Instrument used to write or draw **at the crime scene(s)**:

1 Knife or sharp instrument 3 Lipstick 88 Other

2 Blood 4 Writing instrument (pen, etc.)

131. Were significant item(s) taken from the victim or the crime scene? (Items usually taken in burglaries--tv, stereo, money.)

1 Yes (describe)  2 No

**EVIDENCE, FINGERPRINTS, DNA**

List all evidence of important to this case and/or evidence that could possibly link this case with other similar cases. e.g.: Blood, Weapons, Ammunition, Shoe/Tire impressions, Trace evidence, other significant item(s).

132. Evidence item #: 133. Description (include model, serial #, etc.):

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134. Were comparable latent fingerprints obtained in this case? 1Yes 2 No

135. Blood, other fluid, body specimens, or other items preserved for or DNA tested:

Fluids/Specimens/Items:  Details:

**OFFENDER INFORMATION**

For the purposes of the HITS analysis report, “offender” is defined as and includes arrestee(s), perpetrator(s), suspect(s), or any person the investigator has reasonable cause to believe is responsible for the commission of this crime.

136. This is offender  of  offender(s) in this incident.

(number) (total)

**OFFENDER STATUS**

137. The offender is:

1 Unknown - Not seen

2 Unknown - Seen

3 Identified (named) - Not arrested or charged in this case

4 Was arrested and/or charged as a suspect in this case

5 Deceased

**OFFENDER DESCRIPTION (if NOT SEEN, go to #181)**

138. L. Name: 139. F. Name: 140. M. Name:

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141. AKAs and alias DOBs:

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142. DOB: 143. Age: 144. Race: 145. Sex: 146. Hgt: 147. Wgt:

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148. Build: 150. Hair color (or shade if color unknown): 151. Length: 152. Eyes:

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| --- | --- | --- | --- |
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153. Did the offender have outstanding physical features or was there something about the offender that would attract attention?

1 Yes  2 No

154. Wore a disguise or mask?

1 Yes  2 No

155. Facial hair: **(check all that apply)**

1 N/A (female, young male) 3 Unshaven (stubble) 5 Goatee 7 Beard

2 Clean shaven 4 Mustache 6 Long sideburns

156. Wears glasses: **(check all that apply)**

1 Regular glasses 3 Rimless 5 Metal frames 7 Unknown

2 Sunglasses 4 Plastic frames 6 Contacts 88 Other

**OFFENDER SCARS, BIRTHMARKS, OR TATTOOS**

157. Did the offender have any scars or birthmarks? 1 Yes 2 No

158. Did the offender have any tattoos? 1 Yes 2 No

159. Scars/Tattoos/Birthmarks:

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| --- |
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160. Street: 161. City: 162. County: 163. State: 164. Zip:

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Prior address:

165. Street: 166. City: 167. County: 168. State: 169. Zip:

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**OFFENDER BACKGROUND (if offender was SEEN BUT IS UNKNOWN, go to 180)**

170. SS# 171. SID#: 172. FBI#

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173. Was the offender employed at the time of incident? 1 Yes 2 No

174. Occupation (legitimate or non-legitimate): 175. Employer & City:

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| --- | --- |
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176. Marital status: 1 Single 2 Married 3 Divorced 4 Widowed 5 Separated

177. General lifestyle: **(check all that apply)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Described as “average citizen” | 6 | Alcohol Abuser | 11 | Runaway |
| 2 | Engages in criminal activity\* | 7 | Drug User/Abuser | 12 | Transient |
| 3 | Gang Member | 8 | Bondage | 88 | Other |
| 4 | Drug Dealer | 9 | Mental Issues |  |  |
| 5 | Prostitute | 10 | Reclusive |  |  |

*\* Criminal activity other than current incident*

177a. Sexual orientation, if known:

1 Bisexual 2 Heterosexual 3 Homosexual 4Transgender/Transsexual

**OFFENDER CRIMINAL HISTORY**

178. At the time of this incident, the offender was:

1 On parole or probation 5 An escapee 9 In prison or jail

2 On furlough 6Out on bail, appeal, or PR bond 10 Prior conviction

3 On work release 7Wanted on warrant or other charge 11 Registered sex offender

4In a halfway house 8On release from a mental hospital 12 Non offender status

179. Is or was the offender a member of a gang? 1 Yes (If **YES**,describe below) 2 No  Possible

Gang Type Subset Gang Type Subset

|  |  |  |  |
| --- | --- | --- | --- |
| 1 Street |  | 5 Religious/Cult |  |
| 2 Biker |  | 6 White Supremacist |  |
| 3 Prison |  | 7 Terrorist |  |
| 4 Organized Crime |  | 88 Other |  |

**VISUAL ID**

180. Was there a **Composite/Sketch** made of the offender/suspect in this case? 1 Yes 2 No

**OFFENDER COMMUNICATIONS**

Did the offender initiate any communication with respect to this case?

e.g.: Offender sends a letter to the police or media claiming responsibility for the crime, or a suspicious communication received by the victim prior to the crime.

This is not referring to conversations between the offender and victim *during the commission of the crime,* suicide note left by offender in murder/suicide, or offender turning himself in to police.

181. Offender initiated communication before or after the crime?

1 Yes (include synopsis in summary) 2 No

**VEHICLE INFORMATION**

Complete vehicle information if: 1) a vehicle was used by the offender in this case; 2) if this is a missing person case and the vehicle is still missing; 3) if this is an unidentified dead case and the vehicle has been connected with the victim; or 4) if the vehicle is in any way significantly involved in this incident.

182. Was a vehicle used in or as a significant part of this incident? 1 Yes 2 No

183. The vehicle was under the control or owned by:

1 Offender 2 Victim 2 POI 2 Witness

184. Vehicle Body Style: 1 Passenger Car 4 Jeep type / SUV 7 Bus

2 Van 5 Tractor/Trailer 8 Bicycle

3 Pick-up truck 6 Motorcycle 88 Other

185. Lic #: 186. State: 187. Year: 188. Make: 189. Model:

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190. Color: (top) (bottom) 191. Additional descriptors:

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**SUMMARY**

192. The space below is provided for a narrative summary of this incident. Please give a general overview, details, unusual characteristics, and the sequence of events. Also include any other pertinent information re: victim(s), suspect(s), evidence, etc. that was not captured elsewhere in this form.

**PERSON OF INTEREST**

193. If this case is unsolved, list those persons who are believed to be good suspects (persons of interest).

If additional offenders are listed here, indicate status (Unseen, Seen, Identified, Arrested/Charged, Deceased)

L.Name: F.Name: M.Name:

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AKAs and alias DOBs:

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DOB: Age: Race: Sex: Hgt: Wgt:

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Build: Hair color (or shade if color unknown): Length: Eyes:

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Street: City: County: State: Zip:

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SS#: SID#: FBI#:

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Scars/Tattoos/Birthmarks:

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Additional Info:

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Gang Member  Possible gang member Type of gang:  Sub-set:

If additional offenders are listed here, indicate status (Unseen, Seen, Identified, Arrested/Charged, Deceased)

L.Name: F.Name: M.Name:

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AKAs and alias DOBs:

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DOB: Age: Race: Sex: Hgt: Wgt:

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Build: Hair color (or shade if color unknown): Length: Eyes:

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Street: City: County: State: Zip:

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SS#: SID#: FBI#:

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Scars/Tattoos/Birthmarks:

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Additional Info:

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Gang Member  Possible gang member Type of gang:  Sub-set:

**ADDITIONAL NAMES**

194. The following spaces are for the names of persons that you feel are important to or are associated with the suspect(s) or victim(s) in this or other related cases. If more space is needed, copy this page as many times as necessary.

L.Name: F.Name: M.Name:

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AKAs and alias DOBs:

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DOB: Age: Race: Sex: Hgt: Wgt:

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|  |  |  |  |  |  |

Build: Hair color (or shade if color unknown): Length: Eyes:

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| --- | --- | --- | --- |
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Street: City: County: State: Zip:

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SS#: SID#: FBI#:

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Scars/Tattoos/Birthmarks:

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Additional Info:

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Gang Member  Possible gang member Type of gang:  Sub-set:

L.Name: F.Name: M.Name:

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AKAs and alias DOBs:

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DOB: Age: Race: Sex: Hgt: Wgt:

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Build: Hair color (or shade if color unknown): Length: Eyes:

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Street: City: County: State: Zip:

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Scars/Tattoos/Birthmarks:

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Additional Info:

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Gang Member  Possible gang member Type of gang:  Sub-set: