

CHECKLIST FOR SEARCHING PARENTS:

When Your Child Has Been Parentally Abducted

If this is an emergency, CALL 911.

IMMEDIATE STEPS

The following is a checklist to help you gather information for law enforcement.

1. Attempt to get a hold of the other parent or your child. Check your email, voicemail and any other message system you have to see if there has been any communication. Call every phone number of theirs you can think of. Document any conversations you have, or messages you receive. Even document if you haven't received any messages and when the complete lack of communication began.

Call your local police detachment and file a missing person/child report.

2. Make sure to tell the police when you call:

Whether passports are missing

Whether your ex-partner has made threats to abduct or harm your child

Whether your ex-partner has a history of violence or mental illness

Whether your child has any medical condition that requires attention

Whether your child is at risk of being taken outside of the province or outside of Canada

Whether everything is gone (i.e. your child's belongings, your ex-partner's furniture, etc.)

Have on hand your custody order (if you have one — don't worry if you don't have one), your child's identification numbers (i.e. birth certificate, passport, etc.) and descriptive information about your child and the abducting parent.

Provide information to the police in a full and frank manner.

3. Have on hand your custody order (if you have one — don't worry if you don't have one), your child's identification numbers (i.e. birth certificate, passport, etc.) and descriptive information about your child and the abducting parent.

Provide information to the police in a full and frank manner.

Make sure you get the following information from the police:

The incident number;

The name of the officer taking the report; and

The number to call for follow-up.

- a) Law enforcement will most likely send a responding officer to your location to gather more information.
- b) If law enforcement does not send an officer to you, you should go down to your closest police station with as much of the primary and secondary information (listed below) that you can gather.
- c) Ask the police if you should start calling the abducting parent's family to see if they have any information. Depending on the circumstances, the police may advise you that making these calls is a step they will need to take.

- 4.** If you believe that your child's other parent may take your child out of the country, contact the Royal Canadian Mounted Police (RCMP) Our Missing Children program who can advise the Canada Border Services Agency, Foreign Affairs and the National Center for Missing & Exploited Children (NCMEC). If possible, ask the police to contact the Canada Border Services Agency to verify whether your child and/or the possible abductor have travelled recently, giving law enforcement the possible abductor's license plate number to verify as well. Also contact Passport Canada, let them know about your concerns and discuss your options for flagging your child's passport or preventing a new passport from being issued.

Visit missingkids.ca/parentalabduction/whattodo/flags for more information.

While You are Waiting for the Responding Officer...

GATHER PRIMARY INFORMATION

- 1.** Gather a recent photograph* and a complete description of your child.

Recent photograph <input type="checkbox"/>
Eye colour:
Hair colour:
Height:
Weight:
Clothing your child was last seen wearing:
Other physical characteristics (such as braces, glasses, piercings, tattoos, scars, marks, etc.):
Location where your child was last seen:

*If you do not have a recent headshot of your child, *MissingKids.ca* may be able to obtain their most recent school photograph from Lifetouch.



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2. Gather a recent photograph and description of the abducting parent.

Recent photograph:
Eye colour:
Hair colour:
Height:
Weight:
Clothing the abducting parent was last seen wearing:
Other physical characteristics (such as braces, glasses, piercings, tattoos, scars, marks, etc.):
Location where the abducting parent was last seen:

3. **Look** around the house and your child's room to see if anything is missing. If so, make a list of all the missing items for law enforcement. It is also important to let the police know if no items are missing. Remember that it is very important that you **do not touch or move anything** until the responding officer gets there.
4. Does your child have a passport? Did they take it with them or leave it behind?

GATHER SECONDARY INFORMATION

1. Make a list of the telephone numbers and addresses of relatives, friends and business associates of the abducting parent, here and abroad.
2. What other types of identification do they have? Gather all of the information you have on your child and the abducting parent including their passport numbers, driver's license number, social insurance numbers, credit card numbers and bank account numbers.
3. Ask the police if they wish to examine your child's and/or your family's household computer, and make sure you do not use either computers until you know whether law enforcement wants to examine them. Sometimes valuable evidence can be destroyed just by using a computer.
4. **Use another computer, that is neither your child's nor your family's household computer** to search for your child's social networking pages (e.g. Facebook®, Twitter®, MySpace®, etc.) to check for activity. If you don't know how to do this, *MissingKids.ca* staff may be able to assist you.

If you do know how to search for your child's social networking pages, write down your child's:

Facebook username:	Password:
Twitter username:	Password:
MySpace username:	Password:
Email address #1:	Password:
Email address #2:	Password:
Cell phone number:	Service provider:

If you do not know your child's usernames or passwords, the police may be able to gain access to the accounts or obtain information about activity on these accounts through other means.

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- 5.** Use another computer, that is neither your child’s nor your family’s household computer to search for the abducting parent’s social networking pages (e.g. Facebook®, Twitter®, MySpace®, etc.) to check for activity. If you don’t know how to do this, *MissingKids.ca* staff may be able to assist you.

If you do know how to search for the abducting parent’s social networking pages, write down the abducting parent’s:

Facebook username:	Password:
Twitter username:	Password:
MySpace username:	Password:
(Other):	Password:
(Other):	Password:
Email address:	Password:
Cell phone number:	Service provider:

If you do not know the abducting parent’s usernames or passwords, law enforcement may be able to obtain information about activity on these accounts through other means.

- 6.** Do you have the ability to check on your child’s bank accounts to see if there has been any activity?
- 7.** Review phone bills (for both cell phones and home phones) and caller display logs for phone numbers you do not recognize, and flag them for the police.



CONTACT OTHERS FOR INFORMATION

You must act as quickly as possible to gather leads and information to help facilitate the quick return of your child. Do not hesitate to ask for help from friends and family in order to gather information quickly.

1. If your child has dual citizenship, contact the appropriate foreign embassy and ensure they do not issue the child a foreign passport.
2. Contact the abducting parent's family to see if they have any information (assuming that law enforcement has told you it is okay to do so).
3. Call the abducting parent's job, landlord, and friends.
4. Follow up with your child's school, daycare, friends, community places where they hang out, and hospitals to see if your child has contacted them or been there.
5. Depending on the age of your child, check with your child's employer or place where they may volunteer to see if they have seen or heard anything.
6. Ask your child's friends and the abducting parent's friends for other possible contact numbers to call in search of your child.

After You've Talked to the Police...

MAKE IN-PERSON VISITS

Make a list of your child's and the abducting parent's favourite places in your community. Have someone you trust visit these locations to verify whether they are there, and to ask if anyone has seen your child. Provide the person you have entrusted with this task a photograph and description of your child and have them consider leaving a photograph and description of your child at different locations in case your child turns up there. If there are concerns about publicly displaying your child's information, remember that your child's photograph and description do not need to be posted in a public location — it could just be limited to a location where the staff will be able to see it.

PURSUE CIVIL LEGAL OPTIONS

1. Contact a family lawyer to review the current custody arrangements and determine your available options. **If you do not have a current custody order in place, this will need to be your first step.**
2. If you believe your child has been taken to another country, contact the Central Authority in your province to ask about the possibility of filing a Hague application.

MANAGE THE PHONES

1. Use the attached phone log sheet to track everyone who is calling. Keep a notepad by the phone to write down any additional information such as messages from supports, important contact information, thoughts, concerns, etc. It is also important to consider who is not calling the house that would typically do so.
2. Make sure there is always someone available to answer phone calls. It is a good idea to get a close friend or family member to do this for you. Some people calling the house may not have good intentions, or may be looking to exploit your situation. Before taking action on any information provided to you, contact law enforcement for guidance.
3. Then call *MissingKids.ca* at 1-866-KID-TIPS or fill out the “A CHILD IS MISSING” form on *MissingKids.ca*.

When Your Child is Located...

REUNITING WITH YOUR CHILD CHECKLIST

1. Think ahead about how you will respond to your child when they are located. It is important that your initial reaction toward them be of concern and support, not anger or frustration. Consider if additional supports (e.g. *MissingKids.ca* caseworker, social worker, child psychologist, law enforcement, etc.) are needed to assist.
2. If your child contacts you, it is important to remain calm and inquire gently as to where they are. Your former spouse or partner may be listening or nearby. It is important that you tell your child that you love them and miss them and that you want them to come home.
3. If your child arrives home spontaneously, contact the police and *MissingKids.ca* to let them know. The police and *MissingKids.ca* can assist you in reuniting with your child.

When your child is located, ask *MissingKids.ca* to put you in touch with important support resources. Also, keep in mind that the federal government’s Our Missing Children program coordinates a travel/reunification program that can provide free return transportation for abducted children and custodial parents in certain cases. For more information about the travel/reunification program, including eligibility criteria, visit:

<http://www.rcmp-grc.gc.ca/omc-ned/travel-voyage-eng.htm>.

PHONE LOG

Caller name:	Time:	Phone # :	Relationship to child/family:	Reason for calling:
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If a Community Response Plan is in operation, ask your Family Liaison to file this sheet with the Historian daily.

