



Victims of Violence

Canadian Centre for Missing Children

211 Pretoria Avenue

Ottawa, ON K1S 1X1

Tel.: (613) 233-0052

Fax: (613) 233-2712

Web site: <http://www.victimsofviolence.on.ca>

The names, addresses and telephone numbers listed above are subject to change. If you experience difficulty in reaching any of these organizations, please consult the Internet version of this manual in the Travel section of the Department's Web site (<http://www.dfait-maeci.gc.ca>). Any changes to the organizations' particulars will be made as soon as they are received.

VII – Information and Document Checklist

Whether or not the country to which your child has been abducted is a party to the Hague Convention, it is important that you develop and maintain a complete file of information and documentation concerning your child and the abduction. You should ensure that all people acting on your behalf provide you with copies of written correspondence and, where appropriate, you should maintain records of telephone conversations. To the extent possible, you should maintain a file of certified legal documents.

A. Information

1. The Child

- ✓ Full name, including all alternative spellings, and nicknames
- ✓ Date of birth
- ✓ Place of birth, including hospital, town, state and country
- ✓ Address prior to the abduction or retention
- ✓ Canadian Social Insurance Number, if issued
- ✓ Canadian passport number, along with place and date of issue
- ✓ Details on other passport or travel documents that might have been used
- ✓ Nationality (include all possible nationalities of the child, even if you are not certain)
- ✓ Height (specify measurement and date)

- ✓ Weight (specify measurement and date)
- ✓ Gender
- ✓ Colour of eyes
- ✓ Colour of hair
- ✓ A colour or black-and-white photograph

2. The Father

- ✓ Full name, including all alternative spellings and arrangements of the family name
- ✓ Date of birth
- ✓ Place of birth
- ✓ Nationality. Include legal status in Canada (i.e., citizen, permanent resident, student)
- ✓ Full details on passport or other identifying documents. If more than one passport is used, ensure that details on all passports are recorded (i.e., number, date of issue, issuing office and expiry date)
- ✓ Occupation, including any professional certifications
- ✓ Other work experience
- ✓ Current address and telephone numbers, and, if a street address is not available, specific location information
- ✓ Canadian Social Insurance Number
- ✓ Names and addresses of family, relatives and friends in Canada and in other countries