

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 documents concerning your child and the abduction. You should ensure that all persons 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 or Children*

- ✓ Full name, nicknames and alternative spellings
- ✓ 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 document 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
- ✓ Include 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, landed immigration, student)
- ✓ Full details on passport or other identifying documents. If more than one passport is used, ensure that they all contain details (i.e. number, date of issue, issuing office and expiry date)