

Checklist for Searching Parents: When Your Child Is Believed to Have Been Abducted by a Stranger/Non-Family Member

Keep this checklist in a secure location.

If your child is missing and you believe they have been abducted, you should immediately report your child missing to the police.

When you speak with police be prepared to provide a photograph, description of your child, and any information you have about where they were last seen and who they were last known to be with.

Obtain from police:

- Incident/reference number for your report: _____
- Name and/or badge number of the officer taking the report: _____
- Phone number to call for follow-up: _____

A MissingKids.ca caseworker is available 24/7 to assist you via our toll free line 1-866-KID-TIPS (543-8477). Please do not hesitate to contact us with any questions or concerns.

This checklist can be used as a place to document information about your child. It is meant as a guideline; you do not need to fill in all of the fields. Some questions may have already been asked by police; however, pieces of this checklist may prompt you to consider other information to share with police.

Information to Gather about Your Child

1. Obtain a recent photograph* and a description of your child.

Recent photograph Eye colour: _____

Hair colour: _____ Height: _____

Weight/build: _____ Clothing last seen wearing: _____

Other physical characteristics (such as glasses, piercings, tattoos, scars, marks, braces, etc.):

*If possible, select a photo that does not have filters on it. If you do not have a recent photo of your child, MissingKids.ca may be able to obtain their most recent school photograph from Lifetouch¹.

¹ If your child was photographed by Lifetouch in the current school year

Alternate formats may be available upon request.

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2. To the best of your knowledge:

Where was your child last seen? _____

Who were they last in contact with? _____

3. Write down your child's contact information and information about any social media and online gaming they use.

Child's Contact Information:

Cell phone number: _____

Service provider: _____

Email address: _____

Password (if known): _____

Address (if different from your own): _____

Review phone bills, caller display logs, and cell phone bills for phone numbers you do not recognize in addition to flagging numbers that have been frequently contacted.

Social Media Profiles:

Facebook® username: _____

Password: _____

Snapchat® username: _____

Password: _____

Instagram® username: _____

Password: _____

YouTube® username: _____

Password: _____

Other: _____

Password: _____

Other: _____

Password: _____

Online Gaming Profiles:

Game: _____

Username: _____

Password: _____

Game: _____

Username: _____

Password: _____

If possible, check any social media or online gaming accounts to see if there has been any recent activity, and note anyone your child has recently been in contact with online.

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4. Look around your house and your child's room to see if anything is missing. If there are things missing, make a list for law enforcement. It is also important to tell the police if nothing is missing.

5. Take a moment to consider if there have been any people that have been:

- Hanging around places where your child plays (e.g., parks, playgrounds, schools), but not accompanying or supervising any one particular child.
- Paying an unusual amount of attention to your child or children in your community.
- Blurring or breaking appropriate boundaries in an effort to befriend your child (e.g., special favours, gifts, inappropriate jokes or banter).
- Trying to extend contact with you or your child outside of their primary role (e.g., a coach of your child who offers to babysit, have sleepovers or begins to communicate with your child via technology (text/social media)).

Contact Other People for Information

1. Speak to the parents of your child's friends and inform them of the situation. Ask them to call the designated number (e.g., police or MissingKid.ca) if they hear or see anything. Keep track of who you have contacted.

Name: _____ Relationship to child: _____

Contact information: _____ Address: _____

Name: _____ Relationship to child: _____

Contact information: _____ Address: _____

Name: _____ Relationship to child: _____

Contact information: _____ Address: _____

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Name: _____

Relationship to child: _____

Contact information: _____

Address: _____

Name: _____

Relationship to child: _____

Contact information: _____

Address: _____

2. Ask friends of your child (or their parents) for the names and contact information for other people to call in search of your child.

Name: _____

Relationship to child: _____

Contact information: _____

Address: _____

Name: _____

Relationship to child: _____

Contact information: _____

Address: _____

Name: _____

Relationship to child: _____

Contact information: _____

Address: _____

Name: _____

Relationship to child: _____

Contact information: _____

Address: _____

Name: _____

Relationship to child: _____

Contact information: _____

Address: _____

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3. Make a list of your child’s favourite places in the community. Speak to your MissingKids.ca caseworker about using MissingKidsALERT to distribute critical information to these places as well as to the public. If there are concerns about publicly displaying your child’s information, remember that your child’s photograph and description do not need to be shared publicly/posted out in a public area — it could be posted in a location where only staff can see it.

Name of location: _____ Phone number: _____

Address: _____ Contact person: _____

Name of location: _____ Phone number: _____

Address: _____ Contact person: _____

Name of location: _____ Phone number: _____

Address: _____ Contact person: _____

Name of location: _____ Phone number: _____

Address: _____ Contact person: _____

Name of location: _____ Phone number: _____

Address: _____ Contact person: _____

4. Follow up with your child’s school, daycare, employer, and places where they volunteer to see if they have seen or heard anything from your child.

School Information:

Name: _____ Contact name: _____

Phone number: _____ Address: _____

Email: _____

Alternate formats may be available upon request.



Daycare Information:

Name: _____

Contact name: _____

Phone number: _____

Address: _____

Email: _____

Employer Information:

Employer's name: _____

Contact name: _____

Phone number: _____

Address: _____

Email: _____

Volunteer information

Organization's name: _____

Contact name: _____

Phone number: _____

Address: _____

Email: _____

Managing the Phones

1. Use the communication log sheet to track everyone who is calling or texting. It is also important to consider who is **not** calling or texting (if there are people who would typically do so).
2. Make sure there is someone available to answer phone calls. It is a good idea to get a family member or good friend to do this. 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. Keep a notepad close by to write down any additional information, such as messages from supports, important contact information, thoughts, concerns, etc.

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Communication Log

You can use this template to help you keep track of who you have spoken with or keep a notebook nearby to document your conversations.

Contact Name:	Time:	Method of Contact:	Notes/Information:

If a Community Response Plan is in operation, ask your Family Liaison to file this sheet with the Historian daily.
 For more information on the Community Response Plan, speak with your MissingKids.ca caseworker.

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