

# Checklist for Searching Parents: When the Reason for Your Child's Disappearance is Unknown

## Keep this checklist in a secure location.

If your child is missing and it is out of character for them to not be in touch with you or anyone else, or if you have concerns that your child may be at imminent risk, you should immediately report your child missing to the police.

When determining whether your child may be at imminent risk, consider the following<sup>1</sup>:

- Is your child under the age of 12?
- Is your child at risk of being harmed (e.g., are they suicidal, has someone presented a threat of violence towards them, are they involved with a dangerous person)?
- Does your child have any special needs that place them at a higher risk of being harmed?
- Is your child completely out of contact with all of their friends, including their usual online activity and cell phone use?
- Has your child developed any new relationships (including online relationships)?
- Has your child been sexually exploited in the past by adults or peers?

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 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.

<sup>1</sup> The list is not exhaustive. You should consider the circumstances of your family and your child. You may still want to contact the police immediately even if you do not answer "YES" to any of these questions.

Alternate formats may be available upon request.

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# 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.):

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\*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 Lifetouch<sup>2</sup>.

**2.** To the best of your knowledge:

Where was your child last seen? \_\_\_\_\_

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Who were they last in contact with? \_\_\_\_\_

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

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.**

<sup>2</sup> If your child was photographed by Lifetouch in the current school year

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**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 been in contact with recently online.**

**4.** Does your child have a vehicle or access to a vehicle?

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Colour: \_\_\_\_\_

License plate number: \_\_\_\_\_

**5.** Consider the types of identification your child may have. Is any of it missing?

Passport number: \_\_\_\_\_ Driver's license: \_\_\_\_\_

SIN: \_\_\_\_\_ Bank information: \_\_\_\_\_

Possible false identification: \_\_\_\_\_ Other: \_\_\_\_\_

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**6.** If your child lives at home, look around the house and your child's room to see if anything is missing. If your child does not live at home and you do not have access to their home, check with their roommate or landlord to see if there is any way to take a look around. If there are things missing, make a list for law enforcement. It is also important to tell the police if nothing is missing.

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**7.** Has your child ever mentioned a destination where they would like to go? Is it possible your child has gone there?

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**8.** Has your child mentioned any new acquaintances or activities they have recently become involved in, or have there been any major changes (e.g., a recent move, parents divorcing) that may have caused your child to behave in a way that is out of character for them?

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# Contact Other People for Information

**1.** Contact friends, relatives and other relevant individuals in your child's life to inform them of the situation. Ask them to call the designated number (e.g., police or MissingKids.ca) if they hear or see anything. Ask these individuals to provide you with the names and contact information for other people to contact in search of your child. 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: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Contact information: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Contact information: \_\_\_\_\_ Address: \_\_\_\_\_

## Contact Information for other relevant individuals:

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.** Follow up with your child’s school, 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: \_\_\_\_\_

**Employment information:**

Employer’s name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Volunteer information:**

Organization’s name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

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**3.** Make a list of your child’s favourite places in your 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 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: \_\_\_\_\_

## 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. Depending on the situation, it may be 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:

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