

# 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 when and 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 to document information about your child. It is meant as a guideline; you do not need to fill in all 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<sup>1</sup> and a description of your child.

Recent photograph  Eye colour: \_\_\_\_\_

Hair colour: \_\_\_\_\_ Height: \_\_\_\_\_

Weight/build: \_\_\_\_\_ Clothing last seen wearing: \_\_\_\_\_

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

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<sup>1</sup> 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 (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? \_\_\_\_\_

When was your last communication (in-person, phone, text, social media, etc.) with them?

\_\_\_\_\_

\_\_\_\_\_

**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: \_\_\_\_\_

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**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.**

**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.

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**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)).

**Write down anything that comes to mind.**

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# 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 MissingKids.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: \_\_\_\_\_

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. Follow up with these individuals as well, and 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: \_\_\_\_\_

**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: \_\_\_\_\_

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**4.** If applicable, follow up with your child’s school, daycare, employer, and/or 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: \_\_\_\_\_

**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: \_\_\_\_\_

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