



FAMILY TRACING AND ASSESSMENT FORM



EU-IOM
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MANAGEMENT HUB

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FAMILY TRACING AND ASSESSMENT FORM¹

Family tracing and assessment are essential components of the Best Interest Determination Procedure. Family tracing and assessment might take place in two or more locations with respect to a particular child. For example, a child's parents might have divorced, and be living in different locations, including different countries. It would be essential to verify the situation of each parent and of the quality of the child's relationship with each of them, in order to consider a solution in the child's best interests. Similarly, if a child's parents are dead, or if there are safeguarding reasons for not reuniting a child with the family, it will be necessary to identify, trace and evaluate other extended family members or other potential caregivers, either in the country of origin, host country or a third country.

Family tracing should be done by qualified actors, bearing in mind the rights of the child to retain contact and to grow up with their family as reflected in the CRC (articles 5, 9, 10, 11, 18 and 20), with the child's informed consent (or in certain circumstances, an individual with parental authority) and following a best-interests assessment to ensure that restoring contact would not be contrary to a child's best interests. Family tracing should only be undertaken if the best interest assessment determined that it does not put the child or their family in potential danger. If family tracing could put the child or their family members in danger, the case should be referred to the competent actors (such as UNHCR) to explore the need for international protection.

Verification is an essential component of family tracing, to ensure that the family identified is indeed related to the child as indicated. Verification methodology will vary according to the authority or agency responsible for the tracing, but in all circumstances the standard Inter-Agency Child Verification Form should be completed and included with the FTR Form.²

The tracing process might not be conducted by the same agency or authorities as those responsible for the family assessment process, hence these processes are addressed in Part 1 and Part 2 of this form, respectively. Nevertheless, the two elements are included in the same form to ensure coordination of information. Once the tracing process has been completed, the form should be passed on to those responsible for the family assessment. At the end of the assessment, the completed form, including conclusions reached and recommendations made, should be returned, under confidential cover, to those responsible for preparing the BID file in the location where the child is being cared for.

Each FTA will be reviewed at the end of the process by a case manager who will ensure that all safeguarding aspects³ have been taken into account during the course of the assessment, and that the recommendations made are consistent with the findings.

¹ This form has been developed taking into account the ICRC and IASC tracing forms and adapted to the specific needs of migrant children in order to strengthen continuum of care within cross border settings and in reintegration contexts.

² Inter-Agency Child Protection Information Management System – FTR Child Verification Form.

³ Save the Children. Policy on Child Safeguarding. January 2020.

DETAILS OF THE CHILD

Please note that the information in this section can be found in the Registration and BIA form and should be completed by the child’s caseworker before forwarding this form to the authorities responsible for the family tracing. The information can be verified with the parents/guardians/extended family during interview with them.

LOCATION OF THE CHILD

CASE NUMBER

LINKED CASES? No Yes

BASIC INFORMATION ON THE CHILD

Where necessary, you can click the check box to indicate that the information provided is an estimate.

FULL NAME

ALIAS

AGE

GENDER

DATE OF BIRTH

PLACE OF BIRTH

DATE OF ARRIVAL IN
CURRENT LOCATION

DATE OF DEPARTURE
FROM HOME

NATIONALITY

ETHNICITY

LANGUAGE(S) SPOKEN

LEVEL OF EDUCATION ACHIEVED

RELIGION

DOCUMENTATION
HELD BY CHILD
(Note details of passport,
ID Card, birth certificate etc.)

FAMILY

Where necessary, you can click the check box to indicate that the information provided is an estimate.

FULL NAME OF FATHER/Guardian

FULL NAME OF MOTHER/Guardian

FULL NAME OF OTHER RELATIVE
or caretaker responsible for care
prior to child's departure from home

BROTHER/SISTERS NAME

AGE

GENDER

CURRENT LOCATION

BROTHER/SISTERS NAME

AGE

GENDER

CURRENT LOCATION

BROTHER/SISTERS NAME

AGE

GENDER

CURRENT LOCATION

CHILD'S ADDRESS
Original address where the child
was living before migration.
Please include all details that
the child is able to provide in
order to trace the family.

**TELEPHONE AND/OR
SOCIAL MEDIA CONTACT**
for the family/community.
Please give the number and the name
of the owner of the phone. Indicate
the number and the name of the
owner of the phone and his/her
relationship to the child/child's family.

- Has the child assented for tracing to be conducted? Yes No

If not, please provide any reason given by the child to facilitate the assessment process.*

- Or has consent been given by the child's legal guardian or representative? Yes No

If not, please provide any reason given by the child to facilitate the assessment process.*

- Has the child indicated willingness to be reunited with these family members if tracing proves successful? Yes No

If not, please provide any reason given by the child to facilitate the assessment process.*

* If concerns are raised during interview with the child it will be important for the family assessment to look into these concerns and ascertain any risks that the child might face if returned to this household. If significant risks are identified, these must be fully documented in the assessment, and efforts made to identify – and assess – alternative care arrangements such as with extended family members. In such cases a separate assessment form should be completed for each potential care arrangement to provide the necessary information for the BID Panel/Committee to reach a decision in the child's best interests.

SECTION 1: Family tracing

TRACING PROCEDURES

COUNTRY IN WHICH FAMILY TRACING IS CONDUCTED

AUTHORITIES RESPONSIBLE FOR THE FAMILY TRACING PROCESS

DATE THAT FAMILY TRACING BEGAN

DATE AT WHICH THE FAMILY WAS TRACED

BY WHOM (name and position carrying out the tracing)

COMPLETE ADDRESS AT WHICH FAMILY WAS IDENTIFIED

PROCESS USED TO CONDUCT TRACING (provide details)

Initial contact with local authorities

Contact by phone – with local authorities

Contact by phone – with members of the family

In person visit to family at address given above

OBJECTIVE OF TRACING (provide details)

To verify relationship with child (if so, please complete verification form)

To conduct assessment as basis for best interest determination

To verify safeguarding concerns and identify alternate care if needed

SECTION 2: Family assessment

TRACING PROCEDURES

COUNTRY IN WHICH FAMILY ASSESSMENT IS CONDUCTED

AUTHORITIES RESPONSIBLE FOR THE FAMILY ASSESSMENT PROCESS

DATE THAT FAMILY ASSESSMENT WAS CONDUCTED

COMPLETE ADDRESS AT WHICH FAMILY ASSESSMENT TOOK PLACE

DESCRIBE CONDITIONS UNDER WHICH FAMILY ASSESSMENT TOOK PLACE
(Was an interpreter used?
Were any local officials present?
Were any non family members present? Was privacy assured?
Did the family members respond willingly to the questions and to the assessment process?)

INFORMED CONSENT AND/OR INFORMED ASSENT (to be completed for all individuals interviewed)

• Has the individual been informed of the purpose of the interview? Yes No If yes, go to the next question.
If no, inform the individual of the purpose.

• Has the individual been informed on actual and potential use of the data that will be gathered in the interview? Yes No If yes, go to the next question.
If no, inform the individual of the purpose.

• Has the individual been informed on IOM's use of non-identifying data for research purposes? Yes No If yes, go to the next question.
If no, inform the individual of use for research purposes.

• Does the individual consent/assent to the interview? Yes No If yes, complete signature section below.
If no, terminate the interview.

OTHER FAMILY MEMBERS/HOUSEHOLD MEMBERS PRESENT BUT NOT INTERVIEWED

Name	Relationship with the child

ASSESSMENT OF THE HOME

CHILDREN IN THE HOUSEHOLD

Name	Age	Sex	Grade	If not in school, why not?

INFORMATION ON THE CHILD'S MIGRATION

HOUSEHOLD SECURITY AND SAFETY

SECTION 3: Conclusions and recommendations

1. Are the child's parents/primary caregivers willing for the child to be reunited with them?
If they are undecided please note their reasons.

2. Did you identify any assistance needs that would facilitate the child's reunion with the family and ensure the sustainability of the solution? For the community?
For the family? For the child? *Provide details including costs if possible.*

3. Have you identified any reason why it might not be in the child's best interest to be reunited with their family? *Provide details including other people spoken to including extended family, neighbours or local officials.*

4. If you have identified problems with the immediate family, are there other extended family members who would be willing to take care of the child? *Provide details including names, addresses and telephone contacts if possible. Please note that these individuals might be in a third country,*

5. Please add any other comment or observation that could help in reaching a decision on the sustainable solution in the best interest of the child.

NAME OF THE
CASE WORKER

DATE

SIGNATURE OF THE
CASE WORKER

NAME OF THE
CASE MANAGER

COMMENTS ON THE REPORT MADE BY THE CASE MANAGER

DATE

SIGNATURE OF THE
CASE MANAGER



17 route des Morillons, P.O. Box 17, 1211 Geneva 19, Switzerland
Tel.: +41 22 717 9111 Fax: +41 22 798 6150
Email: hq@iom.int Website: www.iom.int