

Instructions for filling in the tracing request form

General information:

Please fill in the form in Finnish, Swedish or English.
If you fill in the form in another language, please enclose a translation.

If the tracing request concerns a country, where other type of alphabet than the Latin one is used, write the names of the persons and places in letters of both alphabets to avoid mistakes in translation.

When tracing a family, fill in the form the information concerning the head of the family, for example the father or the mother, the information on the accompanying family members are written down in the same form. If it is known that a family member is not with the rest of the family, a separate form must be filled concerning this person.

The Red Cross provides tracing services free of charge. The duration of tracing and its final results are difficult to anticipate. We always provide you all information concerning tracing in writing. Please remember to inform us if you change your address during tracing.

Instructions for filling in the form

1. PERSONAL DATA OF THE SOUGHT PERSON

First names and family name

The names of the sought person must be written down as completely as possible.

Alias (nickname)

If the sought person is commonly known by another name or nickname in his/her community, mention it in this section.

Sex

Check the box either M=Male or N, F=Female

Father's name

Write down the full name of the father of the sought person as completely as possible.

Mother's name

Write down the full name of the mother of the sought person as completely as possible.

Nationality

Write down the name of the country the nationality of which the sought person has. If the nationality is unclear, or there are several possible countries, write down the one you consider most likely first.

Ethnic origins

If the sought person belongs to a certain ethnic group, tribe or a clan, you can write down the information in this part.





Finnish Red Cross
Croix-Rouge Finlandaise

Date of birth

The date of birth must be given as accurately as possible. If another chronology than the one used in Finland is in use in tracing area, the dates and years must be written down both ways.

Place of birth

Write down the place of birth, village or city and country of the sought person.

Latest known exact address and date

Write down the latest known address of the sought person as accurately as possible. Street address, district of the city, name of the city/village, county/province or state and country. Report also when the sought person has lived in the mentioned address. If the address is unclear you can, when necessary, draw a map or tell if the address is in the neighbourhood of a commonly known destination, for example a mosque or a market place.

Telephone, fax, e-mail:

The telephone number should be written down in international form, for example +358 9 129 3344.

2. FAMILY MEMBERS ACCOMPANYING THE SOUGHT PERSON

Write down the complete names of persons, including date of birth, sex and relationship to the sought person, who accompany the sought person.

If there are more family members than space in the form, use a separate paper.

3. INFORMATION FOR TRACING

When did you communicate with the lost person last time and how?

Tell when did you communicate with the sought person last time and how, by letter, by telephone?

Reasons for loss of contact

Tell about the situation that has led to loss of contact with the sought person. Tell also about your efforts to communicate with the sought person and which kind of results have you got on your efforts.

Additional information that might be helpful in tracing

Write down all such information that you believe might be helpful in tracing. For example, the latest working place and work tasks of the sought person. Church, chapel or mosque, where he/she used to go. Information on tribe, clan and descent. If he/she was a soldier, write down the military rank and unit. If it is question of a student, write down the place of study and subject. If you have information on the person's plans before disappearing, write it down it here.

The names and addresses of persons who can provide additional information

Write down the names of persons who can provide additional information. For example names of relatives or name of the tribe's eldest and contact information.

Finnish Red Cross, Headquarters
Tehtaankatu 1 a, P.O. Box 168, FI-00141 Helsinki, Finland
Tel. +358 20 701 2000 Telefax +358 20 701 2310

Croix-Rouge Finlandaise, Bureau central
Tehtaankatu 1 a, B.P. 168, FI-00141 Helsinki, Finlande
Tél. +358 20 701 2000 Téléfax +358 20 701 2310

redcross.fi



The Finnish Red Cross is a member of the International Federation of Red Cross and Red Crescent Societies.

La Croix-Rouge finlandaise est membre de la Fédération internationale des Sociétés de la Croix-Rouge et du Croissant Rouge.

4. PERSONAL DATA OF THE ENQUIRER

Fill in your personal data and your complete address here. Remember to inform the Red Cross if you change your address during tracing.

The sought person is my:

Write down here your relationship to the person sought.

Consent for the use of personal data:

To start tracing, the Red Cross must get your consent for the use and forwarding of personal data.

In many countries media is used (among other things radio, net publication and newspaper) as help in tracing. Write down if you give your consent to use media in tracing.

Signature

Undersign the tracing request form. If the enquirer is a minor, also his/her representative must undersign the tracing request form.

Tracing request was forwarded by:

If you have assisted in filling in and sending the tracing form, write down your personal data in this part, so that we can contact you in the future or write down the name of the person you wish the Red Cross to contact concerning the matter. If you are a social worker or representative of a minor, write down your contact information.

