

Family Tracing Form (Child)

This form ⁽¹⁾ is to be filled in by the guardian/representative ⁽²⁾ of the child. The guardian/representative should read the form all the way through with the child and explain all the details.

Why have I been given this form?

You are in a foreign country and you are alone. You have applied for asylum and told someone that you have family members in a Member State of the European Union or an associated country (referred to as the EU+ countries)

The Member States of the European Union are Belgium, Bulgaria, Czechia, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland and Sweden. The four associated countries are Iceland, Liechtenstein, Norway and Switzerland.

The authorities in this country want to help you find your family and be reunited with them again. That is why they are giving you this form to fill in. You need to tell the authorities in this country information about your family, such as who they are, where they live and how to contact them.

You do not have to fill out the form by yourself. A special helper, called a guardian, will help you. If you need more help, you can also ask other people, such as case officers, reception staff and legal advisors.

Why have I been asked to fill in this form?

The authorities in this country need to know if you have family members in any of the EU+ countries. If you do, the country where they live might be responsible for handling your application.

The authorities in this country also want to help you reunite with your family members in the EU+ countries if it is good for you to be with them. If you want to be reunited with your family

⁽¹⁾ PDF: BZ-01-25-007-EN-N and Print: BZ-01-25-007-EN-C.

⁽²⁾ In this form, in accordance with the legislative framework detailed in the EUAA, *Practical Guide on Family Tracing*, 2025, Section 'Terminology', the terms 'representative' and 'guardian' are used interchangeably.

members, let us know and we will explore if this is possible and try to make this happen. If you think it is not good for you to be reunited, tell us as soon as possible.

With whom can I be reunited?

You can be reunited with a family member, sibling or relative. You will be asked if you want to be reunited.

Under European Union law, your **family members** are:

- your parents.

Your **siblings** are:

- your brother
- your sister.

Your **relatives** are:

- your aunt
- your uncle
- your grandmother
- your grandfather.

If you have a family member in an EU+ country, you have the following rights.

- Your case will be treated with priority.
- You can request information from persons and entities that are able to provide you with assistance in filling out this form.
- You can request information on national, international and other relevant organisations that can facilitate identifying and tracing your family members.
- An interview can be organised to determine the EU+ country responsible for examining your application for international protection, unless there are grounds to omit the interview.
- You can submit any information that can help establishing the presence of family members orally or through documents.
- You can request more information on your case.

What information do I need to include in this form?

When you fill out the form, you will be asked about your family members, such as your mother, father, brothers, sisters, aunts, uncles, grandmothers and grandfathers. You will also need to tell the authorities in this country where they live and how to contact them.

Why is this information important?

The more information you provide, the easier it is for the authorities in this country to contact the authorities in the country where your family member is, verify your relationship and reunite you as soon as possible.

You may be invited to an interview or be asked follow-up questions to learn more about the relationship and the whereabouts of the person.

Do not worry if you do not have all the information. With your guardian, fill in the form to the extent possible and the authorities in this country will do their best to start the process. If you have any documents, your guardian will submit them as soon as possible.

How to fill in this form

Your guardian will fill out **Part 1** of the form. This collects your **personal information**. Part 1 should only be filled once.

Step 1. Fill in Part 1 of the form. This collects your personal information.

Step 2. Fill in the relevant part(s) of the form relating to your family member(s) for each family member.

- Your parents: your mother or father (Part 2).
If both of your parents are in one or more of the EU+ countries, fill in this part of the form for each parent.
- Your sibling: brother or sister (Part 3).
If you have multiple siblings in the EU+ countries, fill in this part of the form for each sibling.
- Your relative: uncle, aunt, grandparent (Part 4).
If you have multiple relatives in the EU+ countries, fill in this part of the form for each relative.
- Other family relation (Part 5).
If you have other family relations in the EU+ countries, fill in this part of the form for each relation.

Step 3. Draw out your family tree (Part 6) to indicate all family members. This can be useful in future family tracing efforts or understanding if there may be other persons with whom reunification can be initiated.

Remember. For each family member, your guardian will fill in the relevant part of the form (**Parts 2 to 5**). Use **Part 6** to draw your family tree to indicate all of your family members.

Who can help me filling in the form?

Your guardian will fill in the form with you. They will tell you all the necessary information in a way that you can understand so that you can exercise your rights. You can always communicate with your guardian about anything you need. The case officers or the reception staff can also help you. You can also ask for help from legal advisors and interpreters. If you do not understand something, ask the authorities in this country.

How can I be reunited with my family member?

After you fill in the form, the authorities will look at the information and try to find your family. They may ask you some more questions or invite you for another interview. If they find your family, they will help you be reunited with them. They will also want to make sure that it is safe and good for you to be with your family. They will do their best to make sure you are safe. If it is not safe for you, the reunification will not be initiated.

During this assessment, your views will be considered. If you would like to be reunited with your mother, father, sister or brother, aunt, uncle, grandmother or grandfather, you need to tell the authorities. You also need to tell them if you think it is not good for you to join them.

Remember. Your case is special. This means that if family reunification can be initiated in your case, the authorities will process it as soon as possible, so that you do not have to wait too long.

I do not know where my family member is. Can you help me?

If you know that your family member, sibling or relative is in an EU+ country but you are not sure where they are, you can request support from family tracing organisations that can help you find your family member. Your guardian will help you reach out to these organisations. Tell the authorities in this country if you need such support.

How will the information that I provide be handled? The information you provide will be treated with confidentiality. It will never be shared with a country not listed as an EU+ country (see page 1 of this form) or the country of origin or where you or your family member used to live. The information will be submitted in a secure way only to the EU+ country where your family member is present so that the authorities of that country can determine whether your relationship qualifies for family reunification. If necessary, your family member may be contacted by the authorities or organisations for follow-up questions.

PART 1. PERSONAL INFORMATION OF THE CHILD

Case number:

First name	
Surname	
Age	
Gender	
Date of birth (day/month/year)	
Place of birth	
Date of departure from country of origin	
Nationality/ies	
Address/accommodation	
Contact details (email address, social media account, phone number)	

Contact details of the guardian

First name	
Surname	
Phone number	
Email address	

<input type="checkbox"/>	I confirm that I have a family member who is staying in an EU+ country.
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My family member is (multiple options can be selected)	<input type="checkbox"/> my parent (mother or father) (Part 1) <input type="checkbox"/> my sibling (brother or sister) (Part 2) <input type="checkbox"/> my aunt or uncle (Part 3) <input type="checkbox"/> my grandparent (grandmother or grandfather) (Part 4) <input type="checkbox"/> other family relation (Part 5) (please specify):
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Other relevant information:

Date and signature of the guardian/representative

PART 2. PERSONAL INFORMATION OF THE PARENT

If both of the child's parents are in one or more of the EU+ countries, fill in this part of the form for each parent.

First name	
Surname	
Other names used	
Age	
Gender	
Date of birth (day/month/year)	
Place of birth	
Relationship	<input type="checkbox"/> mother <input type="checkbox"/> stepmother <input type="checkbox"/> father <input type="checkbox"/> stepfather
Current or last known location in the EU+ (country, city)	
Residence status of the person in the EU+ country	<input type="checkbox"/> applicant for international protection <input type="checkbox"/> beneficiary of international protection <input type="checkbox"/> long-term residence <input type="checkbox"/> resident <input type="checkbox"/> citizen <input type="checkbox"/> not known
Date of departure from country of origin	
Nationality/ies	
Personal number / case number (if an identification number in the EU+ country is available)	
Address/accommodation	
Contact details (email address, social media account, phone number)	

Willingness to be reunited

Would you like to be reunited with this person?

Yes, I would like to be reunited.

No, I do not want to be reunited.

If you do not want to be reunited, you can explain why. This information will be handled confidentially.

When and where was the last time you had contact with this person?

Is there anyone else who might know of the whereabouts of your family member? If so, please provide their contact details. Have you contacted this person?

Have you contacted any organisations to trace this person? *If yes, please elaborate (name of organisation, status of the tracing / outcome).*

Describe the documents/evidence you have that prove the relationship.

For example, a marriage certificate, birth certificate, copy of identity documents, photos of the family member, other. You will be required to submit these documents or this evidence.

Other relevant information

PART 3. PERSONAL INFORMATION OF THE SIBLING

If the child has multiple siblings in the EU+ countries, fill in this part of the form for each sibling.

First name	
Surname	
Other names used	
Age	
Gender	
Date of birth (day/month/year)	
Place of birth	
Relationship	<input type="checkbox"/> sister <input type="checkbox"/> maternal half-sister <input type="checkbox"/> paternal half-sister <input type="checkbox"/> maternal stepsister <input type="checkbox"/> paternal stepsister <input type="checkbox"/> brother <input type="checkbox"/> maternal half-brother <input type="checkbox"/> paternal half-brother <input type="checkbox"/> maternal stepbrother <input type="checkbox"/> paternal stepbrother
Current or last known location in the EU+ (country, city)	
Residence status of the person in the EU+ country	<input type="checkbox"/> applicant for international protection <input type="checkbox"/> beneficiary of international protection <input type="checkbox"/> long-term residence <input type="checkbox"/> resident <input type="checkbox"/> citizen <input type="checkbox"/> not known
Date of departure from country of origin	
Nationality/ies	
Personal number / case number (if an identification number in the EU+ country is available)	
Address/accommodation	
Contact details (email address, social media account, phone number)	
Willingness to be reunited	
<p>Would you like to be reunited with this person?</p> <input type="checkbox"/> Yes, I would like to be reunited. <input type="checkbox"/> No, I do not want to be reunited. If you do not want to be reunited, you can explain why. This information will be handled confidentially.	

When and where was the last time you had contact with this person?

Is there anyone else who might know of the whereabouts of your family member? If so, please provide their contact details. Have you contacted this person?

Have you contacted any organisations to trace this person? *If yes, please elaborate (name of organisation, status of the tracing / outcome).*

Describe the documents/evidence you have that prove the relationship.

For example, a marriage certificate, birth certificate, copy of identity documents, photos of the family member, other. You will be required to submit these documents or this evidence.

Other relevant information

PART 4. PERSONAL INFORMATION OF THE RELATIVE

If the child has multiple relatives in the EU+ countries, please fill in this part of the form for each relative.

First name	
Surname	
Other names used	
Age	
Gender	
Date of birth (day/month/year)	
Place of birth	
Relationship	<input type="checkbox"/> maternal aunt <input type="checkbox"/> maternal uncle <input type="checkbox"/> maternal grandmother <input type="checkbox"/> maternal grandfather <input type="checkbox"/> paternal aunt <input type="checkbox"/> paternal uncle <input type="checkbox"/> paternal grandmother <input type="checkbox"/> paternal grandfather
Current location in the EU+ countries (country, city)	
Residence status of the person in the EU+ country	<input type="checkbox"/> applicant for international protection <input type="checkbox"/> beneficiary of international protection <input type="checkbox"/> long term residence <input type="checkbox"/> resident <input type="checkbox"/> citizen <input type="checkbox"/> not known
Date of departure from country of origin	
Nationality/ies	
Personal number / case number (if an identification number in the EU+ country is available)	
Address/accommodation	
Contact details (email address, social media account, phone number)	

Willingness to be reunited

Would you like to be reunited with this person?

- Yes, I would like to be reunited.
 No, I do not want to be reunited.

If you do not want to be reunited, you can explain why. The information will be handled confidentially.

When and where was the last time you had contact with this person?

Is there anyone else who might know of the whereabouts of your family member? If so, please provide their contact details. Have you contacted this person?

Have you contacted any organisations to trace this person? *If yes, please elaborate (name of organisation, status of the tracing / outcome).*

Describe the documents/evidence you have that prove the relationship.

For example, a marriage certificate, birth certificate, copy of identity documents, photos of the family member, other. You will be required to submit these documents or this evidence.

Other relevant information

PART 5. PERSONAL INFORMATION OF THE OTHER RELATED PERSON

If the child has multiple other relations in the EU+ countries, please fill in this part of the form for each person.

First name	
Surname	
Other names used	
Age	
Gender	
Date of birth	
Place of birth	
Type of relationship / family link	
Current location in the EU+ countries (country, city)	
Residence status of the person in the EU+ country	<input type="checkbox"/> applicant for international protection <input type="checkbox"/> beneficiary of international protection <input type="checkbox"/> long term residence <input type="checkbox"/> resident <input type="checkbox"/> citizen <input type="checkbox"/> not known
Date of departure from country of origin	
Nationality/ies	
Personal number / case number (if an identification number in the EU+ country is available)	
Address/accommodation	
Contact details (email address, social media account, phone number)	
Willingness to be reunited	
<p>Would you like to be reunited with this person?</p> <input type="checkbox"/> Yes, I would like to be reunited. <input type="checkbox"/> No, I do not want to be reunited. If you do not want to be reunited, you can explain why. This information will be handled confidentially.	

When and where was the last time you had contact with this person?
Is there anyone else who might know of the whereabouts of your family member? If so, please provide their contact details. Have you contacted this person?
Have you contacted any organisations to trace this person? <i>If yes, please elaborate (name of organisation, status of the tracing / outcome).</i>
Describe the documents/evidence you have that prove the relationship. For example, a marriage certificate, birth certificate, copy of identity documents, photos of the family member, other. You will be required to submit these documents or this evidence.
Other relevant information

PART 6. FAMILY TREE

You can draw your family tree in the box below. Make sure that you indicate your family members, siblings and relatives. If possible, indicate in which country your family member is currently staying. An example of your family tree is shown in the figure below.

