



Unaccompanied Minor and Separated Child Report Form

Disaster Cycle Services Job Tools
DCS JT-F Respond/Sheltering

Unaccompanied Minor and Separated Child Report Form Instructions

The shelter worker completes the *Unaccompanied Minor and Separated Child Report Form* as completely as possible after an unaccompanied minor or separated child is found at a shelter. This job tool should be used in conjunction with the following doctrine:

- Sheltering Standards and Procedures
- Safe and Well Linking Handbook

Complete this form following the guidance below:

- (*) – Boxes that include an asterisk are required, as they align with the required fields for the National Center for Missing and Exploited Children (NCMEC).
- If time does not allow the completion of all fields, focus on completing the required fields, and return to the form when able.
- Information entered onto the form should be factual and clearly communicated. Opinions and judgments should not be included in the narrative.
- This form should be sent (email or paper copy) to the division disaster executive at the applicable division and to the national headquarters Reunification liaison for record-keeping, in case there is a request for follow-up.

Administrative:

- **Date/time** - Enter the first date the form was used.
- **Incident/DR#** - Consult with the shelter manager, if unknown.
- **Shelter name and phone number** – Enter the name of the shelter where the form was used. Consult with the shelter manager, if unknown.

Type:

- **Unaccompanied minor** - An unaccompanied minor is an un-emancipated child younger than 18 who has been separated from both parents, legal guardians, other relatives, schools, and child care providers and are not being cared for by an adult who, by law or custom, is responsible for doing so.
- **Separated child** - A separated child is a child who is separated from both parents or from his or her previous legal guardian or customary primary caregiver, but not necessarily from other family members.

Clarifying Definitions:

- **Emancipated minor** - An emancipated minor is a minor who is legally entitled to be treated as an adult through a court order, marriage, military service, or being a parent. (NOTE: Laws vary by state on this definition).
- **Family member** - A family member is a person related to another person by blood, adoption, or marriage.
- **Legal guardian** - A legal guardian is an adult with the legal right to physical custody of a minor, as bestowed by court order or state law.
- **Parent** - A parent refers to the birth parent or adoptive parent of a minor.

Minor's information:

- **Name** - Enter the minor's name.
- **Date of birth** – If unknown, enter an approximate age. This information will be helpful if multiple minors have the same name.
- **Gender** – Enter the minor's gender.
- **Phone number/email address** – Enter the minor's phone number and email address.
- **Is the minor non-verbal or unable to self-identify?** – If the minor is of non-speaking age, speaks a different language, or chooses not to speak, enter "Yes."
- **Home address** – Enter the minor's home address.
- **Primary language spoken/secondary language** – This information will help to ensure that those working with the minor are aware that an interpreter might be needed.
- **Location where the minor was found or separated from parent/guardian** – If an exact location is not known, provide as many descriptive details as possible. If the minor is unable to articulate a location, ask guiding questions to probe for additional details.
- **Date/time when the minor was found or separated from parent/guardian** – If an exact time is not known, provide as many descriptive details as possible. If the minor is unable to articulate a time, ask guiding questions to probe for additional details.

Minor's physical description:

- Enter as much detail as possible.

Red Cross workers responsible for supervising the minor (unaccompanied minors ONLY):

- Enter the name and contact information of those who have agreed to supervise the minor. The act of entering this information will serve as a record and ensure that the shelter manager is aware of the staff allocation.

Presumed parent/guardian information:

- Enter the name and contact information for the presumed parent/guardian provided by the minor. This information is taken as *presumed*, since law enforcement must verify a custodial relationship.

Law enforcement:

- **Has law enforcement been notified?** – Check "yes" or "no." Law enforcement must be contacted. If the form is marked as "no," ensure that the shelter manager is aware of this pending task, so this can be completed as soon as possible.
- **Date/time law enforcement was notified** – This information will be important for understanding previous actions and the case timeline.
- **Law enforcement contact information** – During the discussion with law enforcement, a contact should be provided for who will investigate the case.
- **Name/phone number of Red Cross worker that contacted law enforcement** – This information is important in case the shelter worker or shelter manager would like to follow-up with the caller. Depending on the timeline of the case, the caller could have already been out-processed.
- **Notes** – Provide any information from engagement with law enforcement (e.g. local procedures for unaccompanied minors or separated children, topics of follow-up discussions, follow-up tasks, etc.). Use an additional piece of paper for notes that do not fit on the form, and staple together.

National Center for Missing and Exploited Children (NCMEC)

- **Has the unaccompanied minor been registered on the Unaccompanied Minor's Registry?**
 - Check “Yes” or “No.” Registry on NCMEC’s UMR is required.
- Registry may occur through one of the following methods:
 - Cell phone, tablet, or computer - <http://umr.missingkids.org>
 - If encountering trouble on cell phone, tablet, or laptop, please call NCMEC Call Center - 1-800-THE-LOST
- If the form is marked as “no,” ensure that the shelter manager is aware of this pending task so this can be completed as soon as possible.
- **Has the separated child been reported to NCMEC?**
 - Call NCMEC Call Center - 1-800-THE-LOST
- **Date/time of NCMEC contact** – This information will be important for understanding previous actions and timeline that have occurred.
- **NCMEC contact information** – If registry occurred over the phone and NCMEC call center provides a contact phone number, list it in this box.
- **Name/phone number of Red Cross Worker that contacted NCMEC** – This information is important in case the shelter worker or shelter manager would like to follow-up with the caller. Depending on the timeline of the case, the caller could have already been out-processed.
- **Notes** – Provide any information from engagement with NCMEC (e.g. local procedures for unaccompanied minors or separated children, topics of follow-up discussions, follow-up tasks, etc.). Use an additional piece of paper for notes that do not fit on the form, and staple it to the form.

Transfer/reunification plan:

- **Name/agency and phone number to transfer/reunify minor to** – This information requires the approval of law enforcement.
- **Anticipated date/time of transfer/reunification** – This date could be subject to change but is important for planning purposes.
- **Actual date/time of transfer/reunification** – This will serve as a record for the case.
- **Name of law enforcement officer that approved plan** – A law enforcement officer is required to approve the plan. This approval process ensures that the minor is being transferred/reunited with the appropriate party. If any future questions arise regarding the transfer/reunification, this contact information is critical for the record.
- **Notes** – Enter any notes regarding the transfer/reunification process on a separate piece of paper and staple to the report. Examples: delays, issues, why the transfer occurred, mode of transportation, location of transfer, follow-up action, etc.

Unaccompanied Minor and Separated Child Report Form

Date/time: _____ Incident/DR#: _____

*Shelter Name: _____ *Shelter phone number: _____

Type of Child		
<input type="checkbox"/> Unaccompanied Minor <input type="checkbox"/> Separated Child		
Minor's Information		
*Name (Last, First, Nickname):	* Date of birth (or approx age):	* Gender:
Home number: Cell number:	Email address:	Is the minor non-verbal/unable to self-identify?
Home address:		
Primary language spoken: Secondary language:	*Location where minor was found or separated from parent/guardian:	*Date/time minor was found or separated from parent/guardian:
Minor's Physical Description		
*Clothing:	*Hair color:	Eye color:
Weight:	Height:	Build:
Race:	Complexion:	Hair style:
Distinguishing marks (moles, scars, tattoos):	Items carried:	Eye glasses?
Red Cross Workers Responsible for Supervising the Minor (Unaccompanied Minor ONLY)		
Red Cross disaster worker #1 Name:	Cell phone:	
Red Cross disaster worker #2 Name:	Cell phone:	

Presumed Parent/Guardian Information	
Name #1:	Home phone: Cell phone: Email:
Name #2:	Home phone: Cell phone: Email:
Law Enforcement	
Has local law enforcement been notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement contact information:
Date/time law enforcement notified:	Name of Red Cross disaster worker who contacted law enforcement: Cell phone number:
Notes:	
National Center for Missing and Exploited Children (NCMEC)	
Has the unaccompanied minor been registered on NCMEC's UMR?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Has the separated child been reported to NCMEC?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date/time of NCMEC contact:	Name of Red Cross disaster worker who contacted NCMEC:
NCMEC contact information:	Cell phone number:
Notes:	
Transfer/Reunification Plan	
Name/agency to transfer/reunify minor to: Phone number:	
Anticipated date/time of transfer/reunification:	Actual date/time of transfer/reunification:
Name of law enforcement officer that approved plan: Badge number:	