**International Child Abduction & Contact Unit (ICACU)**



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| **ICACU REQUEST FOR CO-OPERATION FORM****1996 Hague Convention** |

You should read the ‘**ICACU guide to completing the request for co-operation form’** before completing this form. If you do not complete the request for co-operation form correctly or omit relevant information that, will cause delay in your request being processed and transmitted to the foreign authorities. As there are no time limits in the Convention for responding to a request for co-operation, it is important that transmission of your request is not delayed because the necessary information has not been provided.

When completing the form, please provide as much as possible of the requested information if it is relevant to your request; all information should be clear and concise. If you do not have the exact information (for example, a full address) you should give as much detail as is known to you (for example, the town or area in the other country where the family or of any proposed kinship carers are from).

If you do not have the exact information to hand you should consider if it is available in your records or in any court papers, or whether it is practical for you to ask family members in this country for the information.

The form should be typed. Please double check the spelling of foreign names and addresses. If more than one spelling is in use, please provide all alternative spellings.

**Section 1: Request for co-operation under the 1996 Hague Convention**

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| --- |
| **Please indicate by putting a cross in the appropriate box, which Article(s) your request is under** |
| **Article 8** |  |  |
| **Article 9** |  |  |
| **Article 30** |  |  |
| **Article 31** |  |  |
| **Article 32** |  |  |
| **Article 33** |  |  |
| **Article 34** |  |  |
| **Article 35** |  |  |
| **Article 36** |  |  |

**IMPORTANT**

**In all cases where a request for co-operation is made under the 1996 Hague Convention you must consider Article 37 before contacting the ICACU. You should then confirm by putting a cross in the box below that you are satisfied that the ICACU should request the information that you are asking for and that it should transmit to the requested Central Authority the information you have provided to the ICACU in support of your request.**

If there are any personal details you do not wish to be disclosed by the foreign authorities to family members in the other country then please indicate this in a covering letter and explain why, and the ICACU will draw this to the attention of the overseas Central Authority.

However, you should be aware that once a request for co-operation has been made the ICACU has no control over how any information will be used or to whom it may be communicated.

|  |  |  |
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| **Article 37** |  | **I confirm that I have considered Article 37 of the 1996 Hague Convention** |

**Section 2: Details of child(ren) about whom the request for co-operation is being made**

**Child 1**

|  |  |
| --- | --- |
| Surname: |  |
| First Name: |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  |  Female |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| All persons with parental responsibility and their relationship to the child: |  |
| Country of residence: |  |
| Where the child lived in the other country (last known address or area): |  |

**Child 2**

|  |  |
| --- | --- |
| Surname: |  |
| First Name |  |
| Date of Birth (dd/mm/yyyy): |  |  |  Male |  | Female |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual Nationality Passport No: |  |
| All persons with parental responsibility and their relationship to the child: |  |
| Country of residence: |  |
| Where the child lived in the other country (last known address or area): |  |

**Child 3**

|  |  |
| --- | --- |
| Surname: |  |
| First Name |  |
| Date of Birth (dd/mm/yyyy): |  |  |  Male |  | Female |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| All persons with parental responsibility and their relationship to the child: |  |
| Country of residence: |  |
| Where the child lived in the other country (last known address or area): |  |

**Child 4**

|  |  |
| --- | --- |
| Surname: |  |
| First Name |  |
| Date of Birth (dd/mm/yyyy): |  |  |  Male |  | Female |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| All persons with parental responsibility and their relationship to the child: |  |
| Country of residence: |  |
| Where the child lived in the other country (last known address or area): |  |

**Child 5**

|  |  |
| --- | --- |
| Surname: |  |
| First Name |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  | Female |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| All persons with parental responsibility and their relationship to the child: |  |
| Country of residence: |  |
| Where the child lived in the other country (last known address or area): |  |

**Child 6**

|  |  |
| --- | --- |
| Surname: |  |
| First Name |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  | Female |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| All persons with parental responsibility and their relationship to the child: |  |
| Country of residence: |  |
| Where the child lived in the other country (last known address or area): |  |

**Section 3: Details of parent(s) and/or step-parents (give information about all parents and /or step-parents for each relevant child)**

**Parent 1**

|  |  |
| --- | --- |
| Surname: |  |
| First Name: |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  | Female |
| Full address: |  |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| Married: | Yes |  | No |  | Spouse |  |
| Unmarried partner: | Yes |  | No |  | Partner |  |
| Civil partner: | Yes |  | No |  | Civil Partner |  |
| Children: |  |
| Country of residence: |  |
| Where the parent lived in the other country (last known address or area): |  |

**Parent 2**

|  |  |
| --- | --- |
| Surname: |  |
| First Name: |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  | Female |
| Full address: |  |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| Married: | Yes |  | No |  | Spouse |  |
| Unmarried partner: | Yes |  | No |  | Partner |  |
| Civil partner: | Yes |  | No |  | Civil partner |  |
| Children: |  |
| Country of residence: |  |
| Where the parent lived in the other country (last known address or area): |  |

**Parent 3**

|  |  |
| --- | --- |
| Surname: |  |
| First Name: |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  | Female |
| Full address: |  |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| Married: | Yes |  | No |  | Spouse |  |
| Unmarried partner: | Yes |  | No |  | Partner |  |
| Civil partner: | Yes |  | No |  | Civil partner |  |
| Children: |  |
| Country of residence: |  |
| Where the parent lived in the other country (last known address or area): |  |

**Parent 4**

|  |  |
| --- | --- |
| Surname: |  |
| First Name: |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  | Female |
| Full address: |  |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| Married: | Yes |  | No |  | Spouse |  |
| Unmarried partner: | Yes |  | No |  | Partner |  |
| Civil partner: | Yes |  | No |  | Civil partner |  |
| Children: |  |
| Country of residence: |  |
| Where the parent lived in the other country (last known address or area): |  |

**Step-parent 1**

|  |  |
| --- | --- |
| Surname: |  |
| First Name: |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  | Female |
| Full address: |  |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| Married: | Yes |  | No |  | Spouse |  |
| Unmarried partner: | Yes |  | No |  | Partner |  |
| Civil partner: | Yes |  | No |  | Civil partner |  |
| Step-children: |  |
| Country of residence: |  |
| Where the step-parent lived in the other country (last known address or area): |  |

**Step-parent 2**

|  |  |
| --- | --- |
| Surname: |  |
| First Name: |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  | Female |
| Full address: |  |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| Married: | Yes |  | No |  | Spouse |  |
| Unmarried partner: | Yes |  | No |  | Partner |  |
| Civil partner: | Yes |  | No |  | Civil partner |  |
| Step-children: |  |
| Country of residence: |  |
| Where the step-parent lived in the other country (last known address or area): |  |

**Step-parent 3**

|  |  |
| --- | --- |
| Surname: |  |
| First Name: |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  | Female |
| Full address: |  |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| Married: | Yes |  | No |  | Spouse |  |
| Unmarried partner: | Yes |  | No |  | Partner |  |
| Civil partner: | Yes |  | No |  | Civil partner |  |
| Step-children: |  |
| Country of residence: |  |
| Where the step-parent lived in the other country (last known address or area): |  |

**Step-parent 4**

|  |  |
| --- | --- |
| Surname: |  |
| First Name: |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  | Female |
| Full address: |  |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| Married: | Yes |  | No |  | Spouse |  |
| Unmarried partner: | Yes |  | No |  | Partner |  |
| Civil partner: | Yes |  | No |  | Civil partner |  |
| Step-Children: |  |
| Country of residence: |  |
| Where the step-parent lived in the other country (last known address or area): |  |

**Section 4: Details of requesting public authority**

|  |  |
| --- | --- |
| Requesting public authority:  |  |
| Surname of contact person: |  |
| First Name of contact person:  |  |
| Contact Address: |  |
| Postcode: |  |
| Telephone No: |  |
| Mobile Telephone No: |  |
| Email: |  |

**Details of the public authority’s legal adviser (if different from the named contact above)**

|  |  |
| --- | --- |
| Name of solicitor: |  |
| Contact Address: |  |
| DX No: |  |
| Telephone No: |  |
| Fax No: |  |
| Email: |  |
| Please indicate by putting a cross in one of the boxes below whether you wish the ICACU to correspond directly with you or with the solicitor. Where there are court proceedings the ICACU would prefer to correspond with the solicitor. |
| Please correspond with me  |  | Please correspond with the solicitor |  |

**Section 5: Details of any other relevant person (for example, a proposed kinship carer living abroad)**

**Person 1**

|  |  |
| --- | --- |
| Surname: |  |
| First Name: |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  | Female |
| Full address:  |  |
| Telephone No: |  |
| Mobile No: |  |
| Email:  |  |
| Relationship to child(ren): |  |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| Country of residence: |  |

**Person 2**

|  |  |
| --- | --- |
| Surname: |  |
| First Name: |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  | Female |
| Full address:  |  |
| Telephone No: |  |
| Mobile No: |  |
| Email:  |  |
| Relationship to child(ren): |  |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| Country of residence: |  |

**Person 3**

|  |  |
| --- | --- |
| Surname: |  |
| First Name: |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  | Female |
| Full address:  |  |
| Telephone No: |  |
| Mobile No: |  |
| Email:  |  |
| Relationship to child(ren): |  |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| Country of residence: |  |

**Person 4**

|  |  |
| --- | --- |
| Surname: |  |
| First Name: |  |
| Date of Birth (dd/mm/yyyy): |  |  | Male |  | Female |
| Full address:  |  |
| Telephone No: |  |
| Mobile No: |  |
| Email:  |  |
| Relationship to child(ren): |  |
| Identity card / Passport No: |  |
| Nationality: |  |
| Dual nationality:Dual nationality Passport No: |  |
| Country of residence: |  |

**Section 6: Request for co-operation where the exact whereabouts of the child(ren) or other relevant person(s) are not known.**

**This section should only be completed where a family has left this jurisdiction with the child(ren) and the public authority does not know the new address of the child(ren) in the other country.**

|  |  |
| --- | --- |
| Known information about the location of the child(ren) or other relevant persons including any last known address in the other country:Please provide as much information as possible |  |
| Details of persons who might be able to supply additional information relating to the location of the child(ren) or other relevant persons: |  |

**Section 7: Details of civil court proceedings that have concluded or are in progress**

|  |
| --- |
| Proceedings in England and Wales (please only attach **relevant** court orders: if attached, the copy order(s) should be stamped with the court seal). In the alternative provide a summary of any proceedings which have concluded and/or are in progress. |
|  |
| Proceedings outside England and Wales (please provide copies of any **relevant** court orders). |
|  |
| If there are proceedings in progress either in or outside England and Wales please give the date of next hearing if known or any other relevant information about the court timetable. |
|  |

**Section 8: Background case summary**

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| You should already have provided the full name and date of birth of relevant children and any relevant adults. Please now provide a **concise** background summary of the circumstances leading to your request for co-operation. A lengthy description of the background is not required. |
|  |

**Section 9: The request for co-operation**

|  |
| --- |
| Please set out below precisely what information and / or assistance you are asking the foreign authorities for. If this is needed by a specific date, please identify the date and say why it would be helpful to have the information / assistance by that date. If you are making a request for co-operation under Article 31(a) of the 1996 Hague Convention (because an authority is considering making an Article 8 or 9 request) please include details here. Note: a request for criminal records is not in scope of the Convention |
|  |

**Section 10: Reasons in support of the request for co-operation**

|  |
| --- |
| Please explain your factual and/or legal reasons for the request for co-operation.  |
|  |

**Section 11: Any contact you have already had with the other country’s authorities**

|  |
| --- |
| If you have already been in contact with the authorities in the other country, to avoid delay / confusion, you must provide the details identifying any relevant professionals in the other country and giving their contact details. |
|  |

**Section 12: Documents**

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| **Only provide those copy documents which are necessary and directly relevant to the request for co-operation and will assist the foreign authorities to respond to your request. Do not provide a court bundle. Note: it is your responsibility to provide translations of any documents you send in support of the request for co-operation.** |
| List of documents attached including translations. If providing translations of documents (of foreign documents into English or of English documents into the language of the other country) you must also provide a copy of the document in the original language. |
|  |

**Section 13: CHECKLIST**

|  |
| --- |
| Please check that you have completed all sections of the form relevant to your request and attached any supporting documents (with translations) you consider the foreign authorities need to see to respond to your request  |
| **Section 1** |  |  |
| **Section 2** |  |  |
| **Section 3** |  |  |
| **Section 4** |  |  |
| **Section 5** |  |  |
| **Section 6** |  |  |
| **Section 7** |  |  |
| **Section 8** |  |  |
| **Section 9** |  |  |
| **Section 10** |  |  |
| **Section 11** |  |  |
| **Section 12** |  |  |

**Section 14: Conclusion**

|  |  |
| --- | --- |
| Signature |  |
| Full name of person signing on behalf of the requesting public authority (block capitals) |  |
| Date: |  |

The completed form should be sent to the ICACU by **email** (see notes for guidance for details) . When sending a new request by **email** it should be identified in the subject line as a new request with the words: **“NEW REQUEST for co-operation: the COUNTRY is: …..”**.