

## TRACING PRE-INTERVIEW GUIDE: *How to Prepare for your Interview*

Local Chapter:	Chapter Address:
Caseworker Phone and email:	Interview Location (weblink/address/phone #):
Caseworker Name:	Interview Date and Time:

**We need information about your family member to open a case, so to begin the process of searching for your family, a trained Red Cross Caseworker will be asking you several questions about the person you want to find and what happened the last time you saw them or heard from them. We need as much information as you can remember, any detail you remember might help us locate your relative. If you have time before your interview, please come prepared with these details about the person you are looking for:**

- Full name of your family member (like you write it in your country). If you are looking for more than one family member, please include the names of all of them.
- The place where he/she/they lived (if you can remember a full address with the house number and street name that is very helpful. If you can remember landmarks nearby the home like markets, mosques, hospitals, churches, or schools; those details can also be helpful)
- Home or cellular phone number, email address, or other social media profile information (Facebook, Twitter, Instagram, etc.)
- A photograph (clearly showing their face)
- Names and basic details about other relatives who might also be with the person you are looking for
- What languages they speak
- Birthplace and birthdate (or their approximate age if you do not know the exact date)
- Their parents' names, their spouse's names
- The last time you were in contact with your relative. Did you see him/her/them in person? Did you speak over the phone, or receive an email/letter from him/her/them?
- What happened? How were you separated from your relative?
- Names and contact information for any other people who might have information about your relative
- Any other details you can remember that might help us search for your relative

**We will also ask you to provide some information about yourself:**

- Your full name
- Your full address, phone number and/or email address
- Your parents' names
- Your photo (only with your permission)
- Your permission to begin the search, as well as your permission for us to share the information you shared with us with other organizations who may assist with the search. Also, we ask your permission to share your name, phone number, address, and email address with your relative if we are able to locate them.

**This is a free and confidential service. Everything you tell us will be confidential. We will not share your information with anyone without asking you first and we will never charge you money for this service. Please watch the following video to know more about how we use your information: [English](#), [French](#), [Arabic](#) or [Spanish](#). Please contact your Red Cross caseworker if you have questions, concerns, or updates.**

**If you need an interpreter, please let us know before your interview. Thank you!**