

# FAMILY TRACING (ADULT)

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# FORM



Manuscript completed in 2025

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Luxembourg: Publications Office of the European Union, 2025

PDF ISBN 978-92-9410-790-9 doi:10.2847/9517251 BZ-01-25-034-EN-N

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<b>Name of the EU+ country</b>	
<b>Address of the national authority</b>	
<b>EU+ country specific information on how and where to submit this form</b>	

## FAMILY TRACING FORM (ADULT)

### WHY HAVE I BEEN GIVEN THIS FORM?

The authorities in this country have given you this form <sup>(1)</sup> because you have applied for international protection and said you have a family member 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 information you provide in this form will help the authorities in this country find your family members, prioritise your case and find the EU+ country that should examine your application. As you have family members in another EU+ country, the country where your family member is present may be responsible for examining your application.

**Important.** Let the authorities know if you need any support filling in this form.

### 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 are residing 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 you want to be with them. If you want to be reunited with your family member, let us know and we will explore if this is possible and try to make this happen. If you do not want to be reunited, tell us as soon as possible.

### With whom can I be reunited?

You can be reunited with a family member who is already residing in an EU+ country. These are:

- your wife or husband – this person is called a spouse;

<sup>(1)</sup> PDF: BZ-01-25-006-EN-N and Print BZ-01-25-006-EN-C.



- your unmarried partner in a stable relationship <sup>(2)</sup>;
- your child under 18 years old <sup>(3)</sup>.

You can also be reunited with a person who needs your care or a person on whom you depend for care due to:

- pregnancy;
- having a newborn child;
- serious mental illness;
- serious physical illness;
- severe disability;
- severe psychological trauma;
- old age.

This person can be:

- your child (minor or adult);
- your sibling;
- your parent.

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

- You can request information from persons and entities that are able to provide you with assistance in filling in 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 DO I NEED TO INCLUDE IN THIS FORM?**

**To help the authorities in this country reunite you with your family members, you need to share with us as much information about them as possible.** This includes basic information about your family member or a person with whom you share a relationship of dependency in an EU+ country, such as:

- their personal details;
- where they are currently living;
- their contact details;
- information about their legal status in that country (if they have status as an asylum seeker, a residence permit or they are a citizen of that country based on previous international protection status);
- any documents or evidence that prove the relationship.

<sup>(2)</sup> If the law or practice of the EU+ country treats unmarried couples in a way comparable to married couples under its law relating to third-country nationals.

<sup>(3)</sup> This refers to your biological or adopted child.



## 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 you may 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. Fill in as much as you can and the authorities in this country will do their best to start the process. If you have any documents, submit them to the authorities in this country as soon as possible.

## HOW TO FILL IN THIS FORM

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

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

- Spouse or unmarried partner (Part 2).
- Minor child (Part 3).

*If you have multiple children in the EU+ countries, fill in this part of the form for each child.*

- Dependent person (Part 4).

*Fill in this part if:*

- your (adult) child, sibling or parent depends on your care because they are in a vulnerable situation;
- you are in a vulnerable situation and depend on the care of your (adult) child, sibling or parent.

**Step 3.** Draw out your family tree (Part 5) to indicate all family members. This can be useful for future family tracing efforts or understanding if there may be other persons with whom reunification can be initiated.

## WHO CAN HELP ME FILLING IN THE FORM?

If you need any support filling in this form, including legal assistance, you can request it. If you do not understand something, you can ask the authorities in this country for help. You can find more information about the pool of legal counsellors in the information provision leaflet about the responsibility determination procedure. You can also request linguistic assistance to fill in the form.

## HOW CAN I BE REUNITED WITH MY FAMILY MEMBER?

- Firstly, the authorities in this country will review the information you provide. They may invite you for another interview.



- If possible, the authorities in this country will send a request to the EU+ country where your family member is residing.

**Important.** Both you and your family member must agree to the reunification. If either of you says no, the authorities in this country will not proceed. If you agree, you will be requested to provide your formal written consent to reunification. You will have to submit your consent in a different form.

- The country where your family member is residing will review the request and check the documents.
- If they accept, the authorities in this country will transfer you to that country to be reunited with your family member.

The authorities in this country will not reunite you with a person against your will. Consent means that both of you agree to your application for international protection being examined in the country where your family member or dependent person is residing. If you or your family member do not consent, the authorities in this country will not initiate the reunification procedure. You can withdraw your consent at any time before a transfer decision is made.

In both countries, family reunification cases are treated with priority. This means that if family reunification can be initiated in your case, the authorities will process it as soon as possible.

### What you need to know

- You can change your mind and withdraw your consent at any time before the transfer decision is made.
- You do not need to pay anyone to be reunited with your family members – the authorities will cover the costs.
- Family reunification cases are treated as a priority, so the authorities will process your case as quickly as possible.

### What reunification means

- Your application for international protection will be examined in the country where your family member is legally residing <sup>(4)</sup>.

Reunification does not mean you will receive a residence permit in that country.

## I DO NOT KNOW WHERE MY FAMILY MEMBER IS. CAN YOU HELP ME?

If you know that your family member is present 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. Tell the authorities in this country if you need such support.

<sup>(4)</sup> Legal residing means that they fulfil the conditions for entry, stay or residence in a country.





## 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 of former habitual residence of you or your family member. The information will be submitted in a secure way 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 APPLICANT**

<b>Case number:</b>	
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)	
<b>I confirm that I have a family member who is residing in an EU+ country.</b>	
My family member is (multiple options can be selected)	my spouse or unmarried partner (Part 2) minor child (Part 3) person dependent on my assistance or I depend on this person's assistance (Part 4)
Other relevant information	
<b>Date and signature of the applicant</b>	



**PART 2. PERSONAL INFORMATION OF THE SPOUSE OR UNMARRIED PARTNER**

First name	
Surname	
Other names used	
Age	
Gender	
Date of birth (day/month/year)	
Place of birth	
Location of marriage or place where the relationship was formed	
Date of marriage or start of relationship	
Type of marriage or partnership (multiple options can be selected)	religious ceremony civil registration registered civil partnership other (please specify):
Current or last known location in the EU+ countries (country, city)	
Residence status of the person in the EU+ country	applicant for international protection beneficiary of international protection long-term residence resident citizen 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.

**In this case, you and your family member will be required to give your formal consent in writing. The formal consent will be requested in a different form.**

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.





<b>Relevant information on potential vulnerabilities or humanitarian reasons</b> You can mention here any relevant information that is important for the authorities to be aware of regarding your family member (any vulnerabilities, special needs or humanitarian reasons).
<b>When and where was the last time you had contact with this person?</b>
<b>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?</b>
<b>Have you contacted any organisations to trace this person? <i>If yes, please elaborate (name of organisation, status of the tracing / outcome).</i></b>
<b>Describe the documents/evidence you have that prove the relationship.</b> 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.
<b>Other relevant information</b>



### PART 3. PERSONAL INFORMATION OF THE MINOR CHILD

If you have multiple children in the EU+ countries, click the 'Duplicate section' button to create a new section for each individual.

First name	
Surname	
Other names used	
Age	
Gender	
Date of birth (day/month/year)	
Place of birth	
Current or last known location in the EU+ countries (country, city)	
Residence status of the person in the EU+ country	applicant for international protection beneficiary of international protection long-term residence resident citizen 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)	

#### Contact details of the guardian, if available

First name	
Surname	
Phone number	
Email address	

#### Willingness to be reunited

Would you like to be reunited with this person?

Yes, I would like to be reunited.

**In this case, you and your family member will be required to give your formal consent in writing. The formal consent will be requested in a different form.**

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.





<b>Relevant information on potential vulnerabilities or humanitarian reasons</b> You can mention here any relevant information that it is important for the authorities to be aware of regarding your family member (any vulnerabilities, special needs or humanitarian reasons).
<b>When and where was the last time you had contact with this person?</b>
<b>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?</b>
<b>Have you contacted any organisations to trace this person? <i>If yes, please elaborate (name of organisation, status of the tracing / outcome).</i></b>
<b>Describe the documents/evidence you have that prove the relationship.</b> 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.
<b>Other relevant information</b>



## PART 4. PERSONAL INFORMATION RELATED TO A DEPENDENT PERSON

If you have more than one child, sibling or parent upon whom you are dependent on, or who is dependent on you, click the 'Duplicate section' button to create a new section for each individual.

Relationship with the person	child (adult) sibling parent
<b>Please choose:</b> This person depends on my assistance. I depend on this person's assistance.	
First name	
Surname	
Other names used	
Age	
Gender	
Date of birth (day/month/year)	
Place of birth	
Type of dependency link (multiple options can be selected)	Select the reason this person depends on your assistance or why you depend on this person's assistance: pregnancy caring for a newborn child suffering from serious mental illness suffering from serious physical illness severe disability severe psychological trauma old age other (please specify):
Current location in the EU+ countries (country, city)	
Residence status of the person in the EU+ country	applicant for international protection beneficiary of international protection long-term residence resident citizen 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)	



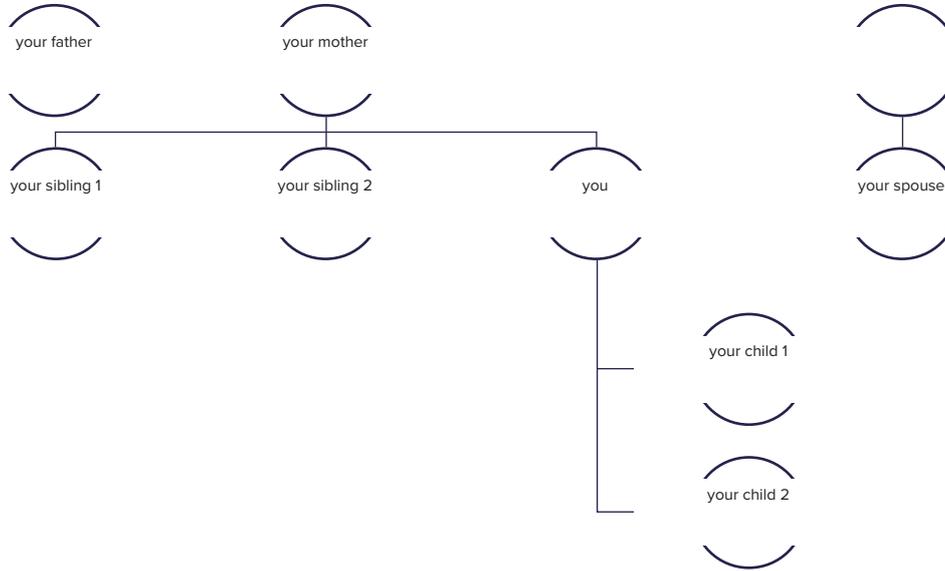


<b>Willingness to be reunited</b>
Would you like to be reunited with this person? Yes, I would like to be reunited. <b>In this case, you and your family member will be required to give your formal consent in writing. The formal consent will be requested in a different form.</b> No, I do not want to be reunited. If you do not want to be reunited, you can explain why. This information will be handled confidentially.
<b>Relevant information on potential vulnerabilities or humanitarian reasons</b>
You can mention here any relevant information that it is important for the authorities to be aware of regarding your family member (any vulnerabilities, special needs or humanitarian reasons).
<b>When and where was the last time you had contact with this person?</b>
<b>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?</b>
<b>Have you contacted any organisations to trace this person? If yes, please elaborate (name of organisation, status of the tracing / outcome).</b>
<b>Describe the documents/evidence you have that prove the relationship.</b> 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.
<b>Other relevant information</b>



## PART 5. FAMILY TREE (OPTIONAL)

You can draw your family tree in the box below. Make sure that you indicate your immediate family members. Your immediate family members are your spouse and your child or children, your parents and your siblings. If possible, indicate in which country your family member is currently residing. An example of your family tree is shown in the figure below.



***Insert information related to any additional family members in this section***