

Checklist to Identify Suspected Victims of Trafficking

Developed by the National Anti Human Trafficking Taskforce: Sri Lanka

- This checklist is to be used by institutions receiving complaints and grievances from people to identify possible cases of trafficking in persons.
- Please refer the definitions provided.
- Please fill the checklist and if a case of trafficking is suspected, write the complaint related by the complainant in the form provided below.
- If a suspected case is identified, please refer the case to the CID.
- If it is not a suspected case of trafficking, please address the complaint according to your institution's regular complains redressal procedure.

A. Information received by:	
1. Name of Institution	
2. Name of the person receiving information	
3. Designation of the person receiving information	
4. Contact details of the person receiving information (official address and telephone number)	
B. Information provided by – victim / guardian if it is a child	
1. Relationship/connection to victim	
2. Name	
3. Gender	
4. Age/Date of Birth	
5. Address (current/permanent residence)	
6. Contact number	
7. Nationality	
8. NIC Number/Passport Number	
9. Profession/Occupation	
C. If information is provided by any other person (not victim or guardian of a child)	
1. Name	
2. Relationship to victim	
3. Gender	
4. Age/Date of Birth	
5. Address (current/permanent residence)	
6. Contact number	
7. Nationality	
8. NIC Number/Passport Number	
9. Profession/occupation	

Ask the informant to narrate the story and mark the following as yes or no	yes	No
Section 1 (to identify the act)		
1.1 Victim has been recruited for employment		
1.2 Victim has been transported or moved or taken from one place to another		
1.3 Victim has been hidden or detained		
1.4 Victim has been received by another person		
Section 2(to identify the means)		
2.1 Victim has been threatened		
2.2 Victim has been exploited		
2.3 Victim has been cheated		
2.4 Victim has been misled or fooled		
2.5 There has been force used on the victim		
2.6 Victim has been harassed		
2.7 Victim has been abused		
2.8 Victim has been placed in danger		
2.9 Victim has been given money or benefits		
Section 3 (to identify the aim)		
3.1 Victim has been exploited		
3.2 Victim has been used as a prostitute/sex worker		
3.3 Victim has been subject to sexual exploitation		
3.4 Work has been taken from the victim by force		
3.5 victim has been working like a slave		
3.6 Body parts of the victim have been removed		
Information on alleged perpetrator (if available)		
<i>Write "not provided" if the informant does not have any information required below</i>		
Name:		
Nickname/ alias		
Connection to victim		
Gender		
Age/Date of Birth		
Nationality		
NIC Number/Passport Number		
Address (permanent residence)		
Where he/she is living now		
Contact number		
Profession/Occupation		

Signature (victim):

Signature (person giving the complaint):

Date:

Definitions:

Recruited for employment	Recruitment includes a promise, or providing a contract or other document for employment purposes
Transported or moved from one place to another	Moved with or without informed consent (coerced, through promise of employment or other promise) From home to another location/from one location to another (including one workplace to another)
Hidden or detained	Kept in a place without the freedom to move out, leave or be in contact with anyone else
Received by another person	Handed over to another person's possession
Threat	an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done
exploited	Any act that places the victim in a vulnerable position by treating such person unfairly. Could include physical and verbal acts
cheat	act dishonestly or unfairly in order to gain an advantage gain an advantage over or deprive of something by using unfair or deceitful methods; defraud
force used on the victim	Physical, verbal or emotional strength used to illegal or unjust gains
Harassed	subject to aggressive pressure or intimidation physically, verbally, emotionally or sexually
abused	physically, verbally, emotionally or sexually - use (something) to bad effect or for a bad purpose; misuse treat with cruelty or violence, especially regularly or repeatedly speak to (someone) in an insulting and offensive way.
placed in danger	The victim fears for her/his life, the possibility of suffering harm or injury, the possibility of something unwelcome or unpleasant happening
given money or benefits	Any kind of legal or illegal payments or material benefits for promise of such
sexual exploitation	Any act that is sexual and done forcibly or by receiving consent given through fear, trickery, promise of benefits and misrepresentation
Work has been taken from the victim by force	Victim has been made to work without her/his consent and victim does not have the freedom to refuse doing such work
working like a slave	Victim has been made forced to work and obey all commands of the person forcing her/him to work. There are no working hours, no description of the work expected, no agreements or contracts, no rest or any legal benefits like sick leave, proper payments or benefits.
Body parts of the victim have been removed	Victim suspects or complains of body parts being removed (need not be verified at this moment)

Complaint narrated by victim or persons making the complaint

Request the victim to write the entire story related in the language of her/his choice. If the victim is unable to write, please write the complaint on her/his behalf, read it out to the complainant and ask the complainant to place her/his signature on the document.

Signature (victim):

Signature (person giving the complaint):

Date:

For official use only

To identify a suspected victim, Yes answers have to be provided as follows:

Section 1 – at least 2 Yes responses

Section 2 – at least 1 Yes response

Section 3 – at least 1 Yes response

Nature of complaint: Suspected Trafficking / Not trafficking

Victim referred to (give details)

Doctor	
Counsellor	
Shelter	
Other	

Complaint referred to CID on

Signature:

Date:

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