



REFERRAL FORM

**PROPOSAL OF ADMITTANCE TO THE ASSISTANCE SYSTEM FOR VICTIMS OF HUMAN TRAFFICKING
MINORS / CHILDREN**

You can contact the Assistance system employees by phone if you need help with filling the form
– in matters requiring attention urgently, do so before submitting the form. (Tel. +358 29 546 3177)

PERSON BEING REFERRED TO THE ASSISTANCE SYSTEM

Fill in as many fields as you can. You can leave fields empty, if you don't know the answer.

Name	
Contact information (telephone / e-mail, address etc.)	
UMA customer ID (if available)	
Date of birth / Finnish social security number	
Guardian/trustee /representative of underage child*	
Lawyer / representative (name, office)	
Residence status / status of asylum application (if available)	
Native language	
Other service languages (describe the level of competence)	
Can the person read / write?	

CHILDREN UNDER 18 YO In Finland (Fill ONLY if you want to refer the child to the Assistance System)

	Name	Date of birth or social security number



*A minor's right to speak is exercised by a guardian, trustee or another legal representative. Young people of 15–17 years of age can exercise their right to speak alongside the above.

To submit a proposal to admit a person into the assistance system, consent is required from both the person who has turned 15, and his/her guardian/trustee/representative.

(administrative procedure act 434/2003, section 14)

PERSON MAKING THE REFERRAL

Name

Contact information

THE ASSISTANCE SYSTEM CANNOT INFORM THE PERSON MAKING REFERRAL ABOUT THE DECISION MADE FOR THE REFERRED PERSON WITHOUT THE REFERRED PERSON'S CONSENT, UNLESS THE PERSON MAKING THE REFERRAL HAS LEGAL A RIGHT TO THAT INFORMATION (SEE CONSENT FORM)

Write below all possible information about why you believe that the person has become a victim of human trafficking. Write the victim's story down in as much detail as possible, **but do not interrogate the child**. Never pressure the child to delve deep into traumatic experiences.

Please, notice: very small children (under 12 or as appropriate) should not be questioned, as this can affect their understanding of what has happened and change their story.

What kind of assistance does the child need?
Is the child's safety at risk in Finland?

You can attach additional information to the referral.

Contact information

Post or fax the referral to
the Assistance System or
send it via (secure) e-mail.

ASSISTANCE SYSTEM FOR VICTIMS OF HUMAN TRAFFICKING

Joutseno reception centre

Läykäntie 53

Fi-54190 konnunsuo

Fax: +358 29 541 1799

Tel. 02954 63 177

e-mail: ihmiskauppa.auttamisjarjestelma@migri.fi

send secure e-mail through: **SECUREMAIL.MIGRI.FI**

ATTACHMENT: CONSENT FORM

CONSENT FOR BEING REFERRED INTO THE ASSISTANCE SYSTEM FOR VICTIMS OF HUMAN TRAFFICKING

(consent form, page 1/2)

The Assistance system helps victims of human trafficking, their underage children living in Finland, and people that need special assistance during the investigation of a crime related to human trafficking. The assistance is provided as per the Finnish laws, which specify what kind of help can be offered. Employees will help me evaluate what kind of assistance is available and necessary in my case. It can include:

- guidance and counselling
- social and health care services
- interpreting and translating services
- safe housing
- social assistance or reception allowance
- help with safe return if I wish to go back to my home country
- legal aid and advice,¹ as specified in the law
- finding of the parent or another actual guardian of a child victim without a guardian

I can leave the Assistance system at any time, and no services or support actions will be given to me against my will. I can give feedback on the services I have received, or on their organisation.

When I am admitted as a client in the Assistance System, I am formally identified as a victim of human trafficking. This means, that other authorities have to take this into consideration if they are handling matters that relate to my rights or experiences as a victim of human trafficking.

I can be a client in the Assistance System as long as I have a need for assistance due to my experiences as a victim of human trafficking. I will be removed from the Assistance System if I tell the Assistance System that I don't want to be a client there anymore, if I go missing, or if I leave Finland for good.

The Assistance system does not inform the police about me becoming a client at the Assistance system. I do not have to report the trafficking crime to the police. I have the right to receive assistance even if I do not want to talk to the police. The Assistance system will help and support me in reporting the crime, if I choose to do so. I will be protected against serious threats or danger.

However, Assistance system must make a **child welfare report** without delay, if there are reasons to suspect that my circumstances or own behaviour are endangering my safety, development or welfare. A report to the police has to be made, if I am a victim of sexual exploitation or violence.

The Assistance System employees are bound by professional secrecy. My information is confidential and handled with great care. Information about me will only be handled relating to decisions concerning admittance or removal from the Assistance System and in order to organise assistance for me. Information about me is not given to other authorities without my consent, except under circumstances specified in the law. Information about me will never be given to outsiders or against the law. More information about how my personal information is handled in the Assistance System is available at ihmiskauppa.fi/myinfo.

The Assistance system can request information regarding me from other authorities, if this information is necessary in making a decision on admitting me as a client or for organizing assistance for me. My information is stored in the Assistance system's customer records, and I have the right to know what information regarding me the records contain. The Assistance system will not give information regarding me or my status to authorities in my homeland (applies to foreign citizens).

(Consent form, page 2/2)

¹ Criminal Procedure Act (689/1997) and Legal Aid Act (257/2002)

Can the Assistance System tell the person making this referral about whether you are admitted as a client or not?

- YES
 NO

The Assistance System will not give any other information about the decision made for you to the person making this referral, unless that person has a legal right to receive such information.

GUARDIAN / TRUSTEE / REPRESENTATIVE of underage child

By signing this consent form, the guardian / trustee / representative consents to proposing the minor to the Assistance System. The person making the referral may give the Assistance System information required to make the proposal.

Date and signature: _____

Name in block letters: _____

15–17 YO PERSON WHO IS REFERRED TO THE ASSISTANCE SYSTEM

I have been explained in _____ (language) what proposing admittance into the Assistance System means. I give my consent for proposing that I be admitted to the Assistance system for victims of human traf-ficking. The person proposing admittance is allowed to give information to the Assistance system about my case, where it relates to the possible human trafficking crime.

Signature of a minor who is 15 - 17 years old: _____

Name in block letters: _____

Place, date, name of the person obtaining the consent, and signature:

This is how assistance is organized

- ⇒ **Finnish citizens and persons who have a municipality of residence in Finland:** If you have a Finnish social security number, you may also have a registered home municipality. In this case, most of the assistance comes through the social and health services of the *wellbeing services county**, within which your home city is located. The Assistance System cooperates with the wellbeing services county when necessary, and can give you advice and guidance about your rights in, for example, the criminal process or on your rights regarding residence permits in Finland. (*For persons registered in Helsinki: City of Helsinki and the joint county authority for the Hospital District of Helsinki and Uusimaa)
- ⇒ **Asylum seekers and others within the reception services:** If you are seeking asylum in Finland, you are receiving basic services through a reception center. In your case the Assistance System will work very closely with the reception center and be directly responsible for some forms of assistance.
- ⇒ **Persons with no municipality of residence, who are not within the reception services:** If you are in Finland without legal residence, if you are an EU-citizen who has not registered their stay, or if you are in Finland with a visa or a temporary residence permit, you may not have a municipality of residence. In your case, all your services and assistance will come directly from the Assistance System.
 - If you are in Finland without legal residence, the Assistance system can legalize your stay in Finland for 1 - 6 months by issuing you a **Reflection Period**. The Assistance system informs the police that a recovery period has been issued to you, and about the duration of the recovery period. This is to make sure that you are not removed from Finland during the reflection period. The notification made to the police does not include any other information about me.

INSTRUCTIONS:

The Assistance system for victims of human trafficking operates on the basis of *the Act on the Reception of Persons Seeking International Protection and Identifying and Helping Trafficking Victims*.

Operators in the public, private or third sector can submit to the Assistance system a proposal on admitting into the system a person assumed to be a victim of human trafficking. Such persons can also apply to the Assistance system themselves.

Information about human trafficking and the Assistance system for victims of human trafficking is also available online at <http://www.ihmiskauppa.fi/en>.

If you need further information or instructions before submitting a proposal, call an Assistance system employee on +358 2 63177 or send e-mail to ihmiskauppa.auttamisjarjestelma@migri.fi.

The proposal can be submitted using this form, or in a free format. Mail or use a secure e-mail to send the written proposal to the Assistance system. If the need for assistance is specific or urgent by nature, call an assistance system employee on +358 2 63177 63177. In *emergencies*, contact emergency services or the police (112).

The Assistance system can be in touch with the victim and his/her guardian/trustee/representative to ask for more information.

The threshold for admittance into the Assistance system is low. **The person proposing admittance does not have to be sure of human trafficking.** A person who *may* have fallen victim to human trafficking and needs help can be admitted into the Assistance system. At the same time, his/her underage children residing in Finland can also be admitted into the system. Persons assisting in the criminal investigations to human trafficking (witnesses) and their children can also be assisted.

A person can never be referred to the Assistance System without their consent or knowledge. Make sure that the person has given their consent to being proposed, before making the proposal. For minors, consent will be obtained from their guardian or another person exercising the right to speak on behalf of the underage person (such as a representative). When consent is requested, the details on the consent form should be discussed with the person, unless they are unable to read the consent form themselves. You can also give the person a brochure about the Assistance System (ihmiskauppa.fi/esite).

Grounds for why a person should be admitted into the Assistance system, i.e. why the person is suspected to be a victim of human trafficking, should be written in the proposal. In the proposal, give a clear account of the events that led to the suspicion of human trafficking. As a rule, the proposal should always be submitted in writing. However, in urgent cases, a phone call may be enough to refer a person to the assistance system.

To make sure that the Assistance system has all the information it needs, complete the proposal form as clearly and carefully as possible. However, do not worry if you have to leave some fields empty.

The decision on admittance into the Assistance system is given in writing. In urgent cases, assistance can be provided immediately.

The referred person will be informed about the Assistance System's decision in their case personally. **The Assistance System cannot give the person making this proposal information about the decision without the referred person's consent or a legal right to receive information.** With the referred person's consent, the Assistance System can tell the person making this proposal, whether the decision is positive or negative, but no other information about the decision.