



Note for use: This is a sample format that can be used when conducting a Home Inquiry Report (HIR). It is a suggested format only and NGOs are encouraged to follow the format that is used in their respective states or required by the relevant Court/Child Welfare Committee.

A home inquiry will be conducted upon a written order passed by the competent authority. Such an order may be issued to an NGO or other institution, social worker, government task force, or any other professional assigned the task of conducting the home inquiry. The HIR should be submitted in the prescribed format along with supporting documents and duly signed by the authorized representative of the agency ordered to do the home inquiry. If the HIR is not the final one and another visit is required, use the heading "INTERIM HOME INQUIRY REPORT." The HIR should be as detailed as possible. If the investigator has interviewed someone for whom a contact number is available, please mention it in the report. The person conducting the HIR should not share the victim's confidential information to the victim's family or community members while conducting the HIR. A social worker must carry valid identification papers while conducting the HIR.

HOME INQUIRY REPORT

INTERIM/FINAL HOME INQUIRY REPORT

Report to be Submitted to: _____

Case No: _____

In the Matter of _____ **Trafficking** _____

Concerned Police Station/Institute/Agency (Involved with Rescue) _____

Profile No. _____ **[(ID No. given at institution (if any))]**

Date of Admission: _____

Rescued / Charged U/s. _____ **of ITPA/JJ Act or other act**

Details of Agency/NGO/Police Station/Individual Conducting Home Inquiry:			
HIR Team:			
Home Inquiry Date/Time:		Home Inquiry Location:	
Rescue Date:		Rescue Location:	
Victim Name: (include alias)		Age:	
Languages Known:		Religion/Caste:	
Address and Information: Contact Person Address Landmarks Phone Number	<i>Current address:</i> <i>Permanent address:</i> 		

Family Information	Name	Occupation	Salary	Contact Details	Any other Details
<i>Father</i>					
<i>Mother</i>					
<i>Husband</i>					
<i>Brother</i>					
<i>Sister</i>					
<i>Others (Please Specify)</i>					

Protective Factors: -Relationships -Family Strengths -Family income -Parents -Relatives	<i>(Investigator to assess and complete this section, using the questions as a guide) Do you think the family is capable of taking care of the victim? Is the family willing to accept the victim? What plans do the family have for the victim? Include any statements made by family members.</i>
Risk Factors: -Domestic Violence -Substance Abuse -Family Illnesses -Current Stressors -Other	<i>What conditions at the home would put the girl at risk if she were to return? Do you foresee particular problems for the victim? Include any statements made by family members.</i>
Dependence on prostitution:	<i>(If applicable) Is the family dependent on the girl's income? Please include incidents of money being sent home and the proportion to such amounts to the overall family income:</i>

Circumstances Surrounding Victim's Leaving/Being Trafficked	<i>(As applicable) Describe the circumstances under which the girl left home, including date of departure, contact made by the victim or any other persons regarding the victim, any phone numbers given, and any efforts made by the family to locate the victim (conducting search, contacting the victim, missing persons complaint, filing FIR, etc.):</i>
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Home and Property Information:	<i>Are they land/home owners? Tenants? If tenants, then what is the rent per month? Do they live in a permanent or temporary structure?</i>
	<i>Describe the conditions surrounding the home (attach any photographs); describe the neighborhood, main sources of income, general observations regarding the neighborhood.</i>
	<i>Describe in detail what you saw at the house (attach any photographs): number of rooms, general condition of the house, etc. List the assets that the family owns such as TV, refrigerator, A.C., washing machine, etc. Does the family own two-wheeler or car?</i>

Observation of Investigator	<i>Do you think the family is suitable or fit to take custody of the girl? If so, state reason. Will they be able to provide for the needs of the girl? Will she be in a safe and protective space if returned home?</i>
Document Verification:	<i>List any available school records, village panchayat certificates, ration card, voter ID cards, leave and licensing document, birth certificates, pan cards, and photographs of the victim and family. It is important to ascertain the accurate name, address, age and family details of the victims from the documents. Attach copies of any documents to the end of HIR.</i>

Information from other sources:	- <i>Panchayat (Is the community willing to accept the victim?)</i>
	- <i>Police</i>
	- <i>School</i>
	- <i>Neighbors</i>
	- <i>Friends</i>

Information about Trafficker:	<i>Describe family's knowledge of traffickers' identity, residence, occupation, interaction(s) with parents/victim, and any notable matters:</i>
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	<i>Describe frequency and duration of traffickers' visits to area:</i>
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Analysis by the investigator	<i>(Circle) Is family fit for custody of the victim? Yes/No / Unsure</i>
	<i>Describe and explain reasons for fitness/unfitness:</i>
	<i>List and explain any factors affecting likelihood of victim returning to prostitution:</i>
	<i>If needed, include any other notes:</i>

Follow up agency	<i>Is there any NGO, agency, shelter home, etc. who can assist in doing regular follow up of the client? Please give full address and contact numbers (if applicable). In your assessment, does the victim have suitable employment opportunities in the village? This can be evaluated through discussions with the DWCD, SWO, CDPO, NGO's etc.</i>
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HIR Prepared by: Name and Signature		Date	
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