

**MODEL FORM FOR SUBMISSION OF INDIVIDUAL COMMUNICATIONS TO  
THE COMMITTEE ON THE RIGHTS OF THE CHILD UNDER THE OPTIONAL  
PROTOCOL TO THE CONVENTION ON THE RIGHTS OF THE CHILD ON A  
COMMUNICATIONS PROCEDURE<sup>1</sup>**

1. The Optional Protocol to the Convention on the Rights of the Child on a communications procedure (OPIC) entered into force on 14 April 2014. It entitles the Committee on the Rights of the Child, a body of 18 independent experts, to receive and consider communications (complaints) submitted by or on behalf of an individual or group of individuals within the jurisdiction of a State party who claim to be victims of violations of any of the rights protected by the Convention and/or, the substantial Optional Protocols thereto (Optional Protocol to the Convention on the sale of children, child prostitution and child pornography and Optional Protocol to the Convention on the involvement of children in armed conflict).

2. To be considered by the Committee, a communication:

- shall be in writing;
- shall not be anonymous;
- must concern a State which is party to both the OPIC and the instrument(s) mentioned in paragraph 1, which protect the right(s) allegedly violated ;
- must be submitted by: a) an individual or a group of individuals within the jurisdiction of the State party in question, regardless of whether their legal capacity is recognized in the State party against which the communication is directed; or b) by their designated representatives; or c) by others acting on behalf of the alleged victim(s) with their express consent; or c) by others on behalf of the alleged victim(s) without such express consent, provided that the author(s) can justify her/his/their action.<sup>2</sup>

3. A communication will not normally be considered by the Committee:

- unless all available domestic remedies have been exhausted;
- where the same matter has already been examined by the Committee or has been or is being examined under another procedure of international investigation or settlement;
- if it concerns facts that occurred prior to the entry into force of the Optional Protocol for the State concerned;

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<sup>1</sup> This model form was adopted by the Committee on the Rights of the Child on 2 October 2015.

<sup>2</sup> As per Rule 13 of the Committee's Rules of procedure under the Optional Protocol to the Convention on the Rights of the Child on a communications procedure, CRC/C/62/3.

- if the communication is submitted more than one year after the exhaustion of domestic remedies.
4. In order for a communication to be considered the victim or victims must agree to disclose her/his/their identity to the State against which the violation is alleged.
  5. The names of the author(s) and/or alleged victim(s) of a communication shall not be published in any final decision taken by the Committee, except where, in view of the age and maturity of the victim(s), express consent may be provided to publish their names.<sup>3</sup>
  6. Further information on the Convention on the Rights of the Child and its Optional Protocols, as well as the rules of procedure of the Committee can be found at:  
<http://www.ohchr.org/EN/HRBodies/CRC/Pages/CRCIndex.aspx>

### **Guidelines for submission**

7. The following questionnaire provides a guideline for those who wish to submit a communication for consideration by the Committee on the Rights of the Child under the Optional Protocol. Please provide as much information as available in response to the items listed below and send your communication to:

Petitions Team  
Office of the High Commissioner for Human Rights  
United Nations Office at Geneva  
1211 Geneva 10, Switzerland  
E-mail : [petitions@ohchr.org](mailto:petitions@ohchr.org)

8. Also, please submit any relevant information which becomes available after you have submitted this form.

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<sup>3</sup> As per Rule 29, paragraph 4 of the Committee's Rules of Procedure.

## **1. Information concerning the author(s) of the communication**

- Family name
- First name
- Date and place of birth
- Nationality/citizenship
- Identity number (if available)
- Sex
- Occupation
- Ethnic background, religious affiliation, social group (if relevant)
- Present address
- Mailing address for confidential correspondence (if other than present address)
- Telephone/e-mail (if available)
- Indicate whether you are submitting the communication as:
  - a) alleged victim(s). If there is a group of individuals alleged to be victims, basic information about each individual is required;
  - b) on behalf of the alleged victim(s). Evidence must be provided showing the consent of the alleged victim(s), or reasons that justify submitting the communication without such consent.

## **2. Information concerning the alleged victim(s) (if other than the author)**

- Family name
- First name
- Date and place of birth • Nationality/citizenship
- Passport/identity card number (if available)
- Sex
- Occupation / activity
- Ethnic background, religious affiliation, social group (if relevant)
- Present address
- Mailing address for confidential correspondence (if other than present address)
- Telephone/e-mail (if available)

## **3. Information on the State party concerned**

- Name of the State party (country)

## **4. Facts of the complaint and nature of the alleged violation(s)**

Please detail, in chronological order, the facts and circumstances of the alleged violation(s), including date(s), place(s) and perpetrators.

If possible, please indicate the articles of the Convention and/or, the substantial Optional Protocols thereto (Optional Protocol to the Convention on the sale of children, child prostitution and child pornography and Optional Protocol to the Convention on the

involvement of children in armed conflict) which you consider have been violated. If you invoke more than one article please explain the link between each of them and specific facts.

## **5. Steps taken to exhaust domestic remedies**

Describe the action taken to exhaust domestic remedies; for example, attempts to obtain legal, administrative, legislative, policy or programme remedies, including:

- Type(s) of remedy sought
- Date(s)
- Place(s)
- Who initiated the action
- Which authority or body was addressed
- Name of court hearing the case (if any)
- Key points of the final decision of the authority, body or court addressed
- If you have not exhausted domestic remedies on the ground that their application would be unduly prolonged, that they would not be effective, that they are not available to you, or for any other reason, please explain your reasons in detail.

Copies of all decisions issued by the authorities in question should be provided.

## **6. Other international procedures**

Has the same matter already been examined or is it being examined under another procedure of international investigation or settlement? If yes, explain:

- Body or bodies addressed
- Date(s)
- Place(s)
- Results (if any)

Copies of all relevant documentation should be provided. Non-written materials could be provided to supplement the written submissions.<sup>4</sup>

## **7. Requests/remedies (optional)**

Please detail any requests or remedies that you would like the Committee to consider.

## **8. Disclosure of your name (s)**

Please note that your name(s) will be disclosed to the State party but will not appear in the public decision adopted by the Committee, unless you request otherwise.<sup>5</sup>

## **9. Date and signature**

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<sup>4</sup> Under Rule 16, paragraph 3 (d) of the Committee's rules of procedure.

<sup>5</sup> See article 8 of the Optional Protocol

Date/place:

Signature of author(s) and/or victim(s):

**10. List of documents attached (do not send originals, only copies)**