





<u>Complaint Procedure for Commercial Sexual Exploitation in Travel and Tourism of</u> <u>Children and Adolescents</u>

As part of our commitment to children and adolescents in Costa Rica, we have prepared a series of steps to be followed in order to make a formal complaint in case you face a situation that violates the rights of the country's most vulnerable populations.

Name of the reporting company: (this is an optional information)	
Employee's name: Position: Date:	
Identification data of the victim: (if there is any)	
Name: Address: Approximate age: Relationship with the reported person Physical characteristics:	
Suspect identification data: (if there is any)	
Name: Address: Approximate age: Physical characteristics:	
Place where the events occurred: (please bring the most accurate address)	
Detailed description of the case or situation being reported:	

It is not a requirement to have all the data in order to file a complaint. You should only provide as much information as you have to facilitate the investigation process. To make an effective complaint, send this form to the following e-mail addresses: promocion@paniamor.org, trataytrafico@migracion.go.cr, oij_dsexuales@poder-judicial.go.cr

