



REQUEST FOR DILIGENT SEARCH

Purpose: CPS and CPI staff use this form to locate relatives for the purpose of placement options related to new removals or children without placements (CWOP). This search produces the full address and phone history for the subject of the search and all identified relatives.

Submit [Form 2004 Request for "Quick Find" Records Search](#) for all other types of locate services.

Directions: Complete all fields as thoroughly and accurately as possible. An asterisk (*) indicates the information is **required**. After completing this form, email it to the FINDRS mailbox.

Correct spelling increases the probability of a match. Any person listed on this form for locating or research purposes must be documented on the *Person List* in the associated open stage in IMPACT. Please include the PID(s) to assist FINDRS in completing this request. If you need help completing this form, email the FINDRS mailbox or call (800) 252-3223 and select Option 4.

SECTION 1: REQUESTER INFORMATION

*Requester's Full Name:	Role:
*Requester's Email:	*Requester's Phone:
Is the requester also the caseworker? <input type="checkbox"/> Yes. Complete name, email, and phone number for supervisor. <input type="checkbox"/> No. Complete name, email, and phone number for caseworker and supervisor.	Caseworker's Name:
Caseworker's Email:	Caseworker's Phone:
*Supervisor's Name:	
*Supervisor's Email:	*Supervisor's Phone:
*Region:	*Legal County:
Cause Number:	*Case Number:

SECTION 2: PURPOSE OF REQUEST

What is the purpose of this request? You **must** check one of the boxes for locating relatives. All results include the full address and phone history for any identified parents.

- ☐ I need to locate relatives for a new removal (adversary hearing).
☐ I need to locate relatives for currently declared Child Without Placement (CWOP).



SECTION 3: CHILDREN'S INFORMATION

Name: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: City: State: County:	Date of Birth: <input type="checkbox"/> Date of Birth is Approximate. SSN: PID:
Name: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: City: State: County:	Date of Birth: <input type="checkbox"/> Date of Birth is Approximate. SSN: PID:
Name: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: City: State: County:	Date of Birth: <input type="checkbox"/> Date of Birth is Approximate. SSN: PID:
Name: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: City: State: County:	Date of Birth: <input type="checkbox"/> Date of Birth is Approximate. SSN: PID:
Name: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: City: State: County:	Date of Birth: <input type="checkbox"/> Date of Birth is Approximate. SSN: PID:
Name: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: City: State: County:	Date of Birth: <input type="checkbox"/> Date of Birth is Approximate. SSN: PID:
Name: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: City: State: County:	Date of Birth: <input type="checkbox"/> Date of Birth is Approximate. SSN: PID:
Name: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: City: State: County:	Date of Birth: <input type="checkbox"/> Date of Birth is Approximate. SSN: PID:



SECTION 4: REQUEST TO LOCATE INFORMATION

Providing all known information and additional details for the mother(s) or father(s) listed below assists FINDRS with conducting a thorough search and helps to avoid delays in processing your request.

MOTHER'S INFORMATION:

☐ I do not know this person's location, and I need FINDRS to conduct a diligent search to locate the person and possible relatives.

☐ I know this person's location and only need to locate relatives of this person.

☐ This parent's information is unknown.

Name:

Address:

Phone Number:

Date of Birth:

Ethnicity:

SSN:

PID:

☐ Date of Birth is Approximate

Additional details that may assist with this search, including historical addresses, cities, phone numbers, alias names, and any known associates, relatives, or friends:

MOTHER'S INFORMATION:

☐ I do not know this person's location, and I need FINDRS to conduct a diligent search to locate the person and possible relatives.

☐ I know this person's location and only need to locate relatives of this person.

☐ This parent's information is unknown.

Name:

Address:

Phone Number:

Date of Birth:

Ethnicity:

SSN:

PID:

☐ Date of Birth is Approximate

Additional details that may assist with this search, including historical addresses, cities, phone numbers, alias names, and any known associates, relatives, or friends:



FATHER'S INFORMATION:

☐ I do not know this person's location, and I need FINDRS to conduct a diligent search to locate the person and possible relatives.

☐ I know this person's location and only need to locate relatives of this person.

☐ This parent's information is unknown.

Name:

Address:

Phone Number:

Date of Birth:

Ethnicity:

SSN:

PID:

☐ Date of Birth is Approximate

Father of Child:

Additional details that may assist with this search, including historical addresses, cities, phone numbers, alias names, and any known associates, relatives, or friends:

FATHER'S INFORMATION:

☐ I do not know this person's location, and I need FINDRS to conduct a diligent search to locate the person and possible relatives.

☐ I know this person's location and only need to locate relatives of this person.

☐ This parent's information is unknown.

Name:

Address:

Phone Number:

Date of Birth:

Ethnicity:

SSN:

PID:

☐ Date of Birth is Approximate

Father of Child:

Additional details that may assist with this search, including historical addresses, cities, phone numbers, alias names, and any known associates, relatives, or friends:



FATHER'S INFORMATION:

☐ I do not know this person's location, and I need FINDRS to conduct a diligent search to locate the person and possible relatives.

☐ I know this person's location and only need to locate relatives of this person.

☐ This parent's information is unknown.

Name:

Address:

Phone Number:

Date of Birth:

Ethnicity:

SSN:

PID:

☐ Date of Birth is Approximate

Father of Child:

Additional details that may assist with this search, including historical addresses, cities, phone numbers, alias names, and any known associates, relatives, or friends:

FATHER'S INFORMATION:

☐ I do not know this person's location, and I need FINDRS to conduct a diligent search to locate the person and possible relatives.

☐ I know this person's location and only need to locate relatives of this person.

☐ This parent's information is unknown.

Name:

Address:

Phone Number:

Date of Birth:

Ethnicity:

SSN:

PID:

☐ Date of Birth is Approximate

Father of Child:

Additional details that may assist with this search, including historical addresses, cities, phone numbers, alias names, and any known associates, relatives, or friends: