



## 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 Family Inquiry Network/Database Research System ([FINDRS@dfps.texas.gov](mailto:FINDRS@dfps.texas.gov)).

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 to assist FINDRS in completing this request. If you need help completing this form, email the FINDRS or call (800) 252-3223 and select Option 4.

### SECTION 1: REQUEST INFORMATION

*Requestor's Full Name:	Role:
*Requestor's Email:	*Requestor's Phone:
Is the requestor also the caseworker? Yes. Complete name, email, and phone number for supervisor. 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).

\*Court of Continuing Jurisdiction (CCJ) information

\*Paternity Registry (PR) information

I need to locate relatives for currently declared Child Without Placement (CWOP).

**\*CCJ and PR requests will not be processed by FINDRS, unless the request is for new removals and prior to the initial adversary hearing. See note below if the request is after the initial adversary hearing.**



### SECTION 2: PURPOSE OF REQUEST

The information for the child and mother **must** be included in Sections 3 and 4, even if the location of the mother is not needed. For PR, if the father's information is available, it should be included in Section 4 even if the location of the father is not needed. If any of the parents are unknown, indicate that on the form. FINDRS enters the provided data as shown on the form, so the results may reflect any misspellings on this form.

**NOTE:** If CCJ or PR is needed after the adversary hearing, you must submit your request to the Texas Department of State Health Services (DSHS). Visit the [FINDRS website](#) on the DFPS intranet for more information on how to proceed.

### SECTION 3: CHILDREN'S INFORMATION

Include all known information for each child. If CCJ **OR** PR is requested, the child's date of birth **must** be included.

Name: Gender: M F Ethnicity: Place of Birth: City: State: County:	Date of Birth: SSN: PID:
Name: Gender: M F Ethnicity: Place of Birth: City: State: County:	Date of Birth: SSN: PID:
Name: Gender: M F Ethnicity: Place of Birth: City: State: County:	Date of Birth: SSN: PID:
Name: Gender: M F Ethnicity: Place of Birth: City: State: County:	Date of Birth: SSN: PID:
Name: Gender: M F Ethnicity: Place of Birth: City: State: County:	Date of Birth: SSN: PID:
Name: Gender: M F Ethnicity: Place of Birth: City: State: County:	Date of Birth: SSN: PID:
Name: Gender: M F Ethnicity: Place of Birth: City: State: County:	Date of Birth: SSN: PID:
Name: Gender: M F Ethnicity: Place of Birth: City: State: County:	Date of Birth: SSN: PID:



**SECTION 4: REQUEST TO LOCATE INFORMATION**

Providing all known information and additional details for the mothers or fathers 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.

Name:

Address:

Phone Number:

Date of Birth or Approximate Age:

Ethnicity:

SSN:

PID:

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 subject and possible relatives.

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

Name:

Address:

Phone Number:

Date of Birth or Approximate Age:

Ethnicity:

SSN:

PID:

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 subject and possible relatives.

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

Name:

Address:

Phone Number:

Date of Birth or Approximate Age:

Ethnicity:

SSN:

PID:

Names of Father's Children:

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 subject and possible relatives.

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

Name:

Address:

Phone Number:

Date of Birth or Approximate Age:

Ethnicity:

SSN:

PID:

Names of Father's Children

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 subject and possible relatives.

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

Name:

Address:

Phone Number:

Date of Birth or Approximate Age:

Ethnicity:

SSN:

PID:

Names of Father's Children:

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 subject and possible relatives.

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

Name:

Address:

Phone Number:

Date of Birth or Approximate Age:

Ethnicity:

SSN:

PID:

Names of Father's Children:

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