



REQUEST FOR DILIGENT SEARCH DFPS FINDRS TEAM

Purpose: CPS staff uses this form to do the following:

- Locate missing parents.
- Obtain personal services for all parents in a CPS foster care case.
- Locate a possible suitable relative with whom a child may be temporarily or permanently placed in a CPS foster care case, as required by law.

Directions: Complete all fields as thoroughly and accurately as possible. An asterisk (*) indicates that the information is **required**.

Correct spelling increases the probability of a match. Any person listed on this form for locating or research purposes, including unknown subjects, must be documented on the *Person List* in the associated open case in IMPACT, and their PID **must** be included on this form.

If you need help completing this form, email the [DFPS FINDRS mailbox](#) or call (800) 252-3223 and select Option 4.

After completing this form, email it to the [DFPS FINDRS mailbox](#). Results will be returned within 30 days. If you are submitting this request in accordance with HB 567, include "Adversary Hearing" in the subject line of your email.

Rush Requests: If you need your request to be expedited, please do the following:

- Indicate that your request is a RUSH and provide the date you need the results in the subject line of the email.
- Provide the date you need the results and the justification for the rush request in the box labeled "Provide any details that will assist in the search and clarify any special needs" (located in the *Purpose of Request* section of this form).

Rush requests are reviewed and processed in order of urgency. For more information about rush requests, please visit our [FINDRS FAQ](#) webpage.

REQUESTOR INFORMATION	
Requestor's Full Name*:	Role:
Requestor's Email*:	Requestor's Phone*:
Is the requestor also the caseworker? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, skip to <i>Supervisor's Name</i> .	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*:



PURPOSE OF REQUEST

What is the purpose of this request?

- I need to locate one or more parents or relatives as indicated below.
- I need the most recent contact information for a family connection, or I need a diligent search to help vet a placement option as indicated in the *Additional Parties* section below.
- This is an adversary hearing request. *Relatives must be requested for all parents.* Court date (indicate if court date has not been set):
- I **do not** need a FINDRS Report. I **only** need the checked items below:
 - Court of continuing jurisdiction (CCJ) information
 - Paternity registry (PR) information
- Other (please explain):

For CCJ or PR requests, you **must** list the child and mother's information below, even if the location of the mother is not needed. You **must** provide the child's date of birth. For PR, if the father's information is available, you should also list it below, even if the location of the father is not needed. If any of the parents are unknown, indicate that on the form. The unknown parent should be listed in IMPACT. FINDRS enters the provided data as shown on the form, so the results may reflect any misspellings on this form.

The Department of State Health Services (DSHS) processes these requests in bulk, and turnaround times can vary. If you need CCJ or PR certificates expedited, visit the [FINDRS website](#) on the DFPS intranet for more information on how to proceed.

If the child was born out of state, you may need to contact the counterpart for DSHS in that state to learn how to request CCJ or PR information.

Provide any details that will help the search and clarify any special needs:



CHILDREN'S INFORMATION

Name*: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: State: County: City:	Date of Birth: SSN: PID*:
Name*: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: State: County: City:	Date of Birth: SSN: PID*:
Name*: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: State: County: City:	Date of Birth: SSN: PID*:
Name*: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: State: County: City:	Date of Birth: SSN: PID*:
Name*: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: State: County: City:	Date of Birth: SSN: PID*:
Name*: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: State: County: City:	Date of Birth: SSN: PID*:
Name*: Gender: <input type="checkbox"/> M <input type="checkbox"/> F Ethnicity: Place of Birth: State: County: City:	Date of Birth: SSN: PID*:
If necessary, include additional children in the <i>Additional Parties</i> section on the last page.	

REQUEST TO LOCATE INFORMATION

Do not check the boxes if you are providing a person's information to help locate someone else listed on this form

MOTHER'S INFORMATION:

- I do not know this person's location and need FINDRS to conduct a diligent search to locate them.
- I need to locate relatives of this person to establish family connections or possible child placement options.

Name*:

Address:

Phone Number:

Date of Birth or Approximate Age:

Ethnicity:

SSN:

PID*:



REQUEST TO LOCATE INFORMATION

MOTHER'S INFORMATION:

- I do not know this person's location and need FINDRS to conduct a diligent search to locate them.
- I need to locate relatives of this person to establish family connections or possible child placement options.

Name*:

Address:

Phone Number:

Date of Birth or Approximate Age: Ethnicity: SSN: PID*:

FATHER'S INFORMATION:

- I do not know this person's location and need FINDRS to conduct a diligent search to locate them.
- I need to locate relatives of this person to establish family connections or possible child placement options.

Name*:

Address:

Phone Number:

Date of Birth or Approximate Age: Ethnicity: SSN: PID*:

Names of Father's Children:

FATHER'S INFORMATION:

- I do not know this person's location and need FINDRS to conduct a diligent search to locate them.
- I need to locate relatives of this person to establish family connections or possible child placement options.

Name*:

Address:

Phone Number:

Date of Birth or Approximate Age: Ethnicity: SSN: PID*:

Names of Father's Children:

FATHER'S INFORMATION:

- I do not know this person's location and need FINDRS to conduct a diligent search to locate them.
- I need to locate relatives of this person to establish family connections or possible child placement options.

Name*:

Address:

Phone Number:

Date of Birth or Approximate Age: Ethnicity: SSN: PID*:

Names of Father's Children:

FATHER'S INFORMATION:

- I do not know this person's location and need FINDRS to conduct a diligent search to locate them.
- I need to locate relatives of this person to establish family connections or possible child placement options.

Name*:

Address:

Phone Number:

Date of Birth or Approximate Age: Ethnicity: SSN: PID*:

Names of Father's Children:

If necessary, include additional parents in the *Additional Parties* section on the last page



ADDITIONAL PARTIES TO BE LOCATED OR IDENTIFIED

Do not check the boxes if you are providing a person's information to help locate someone else listed on this form

I need the most recent contact information for this person (address and phone number).
 I need a diligent search conducted to assist in determining family connections or possible child placement options.
 Name*:
 Address:
 Phone Number:
 Date of Birth or Approximate Age: Ethnicity: SSN: PID*:
 Relationship to Child: Maternal Paternal

I need the most recent contact information for this person (address and phone number).
 I need a diligent search conducted to assist in determining family connections or possible child placement options.
 Name*:
 Address:
 Phone Number:
 Date of Birth or Approximate Age: Ethnicity: SSN: PID*:
 Relationship to Child: Maternal Paternal

I need the most recent contact information for this person (address and phone number).
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 Relationship to Child: Maternal Paternal