

**Statewide Adoption and Permanency Network (SWAN)  
Legal Services Initiative (LSI)**

# **DILIGENT SEARCH PACKET**



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## 1.0 WHAT IS A DILIGENT SEARCH?

The term “diligent search” was incorporated into practice by the Pennsylvania Statewide Adoption and Permanency Network (SWAN) Legal Services Initiative (LSI) program in 2003. **LSI defines diligent search as a search conducted to locate parents, relatives or other potential permanency resources or connections for a child who is receiving services from or who is in the custody of a child welfare agency.**

The first *SWAN LSI Diligent Search Packet* was released in 2005. Although the purpose of diligent search has remained the same over the years, the focus of searching has shifted due to changes in federal and state legislation and the implementation of state initiatives. In response to the Fostering Connections and Increasing Success to Adoptions Act of 2008, the Pennsylvania Department of Human Services (DHS), formerly the Department of Public Welfare, issued a special transmittal requiring children and youth agencies to use due diligence in attempting to identify, locate and notify all adult relatives of a child within 30 days of the child’s removal from their home. The *SWAN LSI Diligent Search Packet* has aided and will continue to aid agencies in complying with this mandate.

Although the LSI diligent search process is sometimes referred to as “family finding,” the term “Family Finding<sup>®</sup>” is a copyrighted process developed by Kevin Campbell. The LSI program does not use the term “Family Finding<sup>®</sup>.” LSI diligent search is a much more extensive process, as it provides vital resources that include instructions and forms that aid in identifying and locating relatives and non-relative “kin.” These resources support agencies’ efforts with practices such as family group decision making (FGDM), Fostering Connections and child specific recruitment (CSR).

## 2.0 WHAT IS AN ADOPTION SEARCH?

An adoption search is a process by which a birth family member who has been separated by adoption seeks to discover information about their birth family. The search may be for information or to establish contact with a birth family member.

The question of why an adopted person searches is not easily answered, as there are as many reasons as there are individual searchers. For adoptees, finding their biological roots is important both for medical and personal reasons.

Many birth parents are also increasingly interested in meeting or having some contact with the child separated from them by adoption. Not knowing what happened to their child is one of the most agonizing consequences of being a birth parent. The desire to know is extremely widespread and does not disappear over the years.

The process of making these connections is commonly referred to as **search and reunion**. A search can also be for information only. Not all adoption searches result in direct contact with birth family members.

For more information about Act 101 of 2010 as it relates to adoption searches, please refer to the SWAN Pennsylvania Adoption Search Guidelines at <http://www.diakon-swan.org>. Click on “Families” and then “Adoption Search.” For questions about adoption search, please call the LSI office at 888-793-2512, ext. 5376.

### 3.0 WHY DO A DILIGENT SEARCH?

**A diligent search might be needed for many reasons, including:**

- To satisfy court and agency requirements.
- To comply with Pennsylvania's statutory requirement to give first consideration to relatives and kin when placing a child (Act 25 of 2003, Act 80 of 2012, 62 P.S. §§ 1301-1303).
- To comply with the Fostering Connections and Increasing Success to Adoptions Act of 2008 (Public Law 110-351) and Act 80 of 2012 (62 P.S. §1303(a.1) which require that except in situations of family or domestic violence, notice be given to all grandparents and other adult relatives to the fifth degree of consanguinity or affinity to the parent or step parent of a dependent child within 30 days of placing a child.
- To comply with the Act 101 of 2010 amendment to the Adoption Act (23 Pa.C.S. Domestic Relations Chapters 21-29) and *Office of Children, Youth and Families Bulletin #3350-11-01, Implementation of Act 101 of 2010*, to support an adoption search request.
- To comply with Act 55 of 2013 (62 P.S. § 1301-1302.2) and *Office of Children, Youth and Families Bulletin #00-03-03, Kinship Care Policy*, to assist county children and youth agencies to search for and identify extended relatives and kin who may be willing to support children and families involved with the child welfare system.
- To serve notice of petitions or hearings.
- To find or recruit an adult who will provide a permanent connection for an older youth.
- To assist with Family Search and Engagement piece of Concurrent Planning.
- To identify and locate all potential people who will participate in FGDM meetings.
- To assist with SWAN's CSR unit of service.

### 4.0 HOW TO REQUEST A DILIGENT SEARCH TRAINING

The LSI diligent search training was developed to assist workers with conducting a thorough diligent search. The training clearly defines diligent search and why diligent searches are performed. Presenters discuss the many resources available to help with conducting a thorough diligent search as described in the *SWAN LSI Diligent Search Packet*. Presenters explore international searches in depth and provide updated information on searches that comply with the regulations of the Indian Child Welfare Act (ICWA). Various diligent search strategies are examined to help with family finding activities, including participation in a live search demonstration using some of the tools outlined in the *SWAN LSI Diligent Search Packet*.

For more information about requesting diligent search training for your agency, please contact the SWAN LSI coordinator assigned to your county. If you are unsure of your LSI coordinator, contact the SWAN LSI senior administrative assistant at 717-558-1224.

## 5.0 HOW TO SET UP A DILIGENT SEARCH PROCESS

Each county has its own search policy and procedures. This packet was designed to help you create your own search process. Please be aware of the requirements of your county agency and court when developing your own diligent search process.

- **Identify the reason a diligent search is needed.** The reason will determine the type of search, the extent of the search, as well as when and where to begin the search.
- **Review sample forms included in this packet.** These forms will help support searches in your county or agency and are included as a starting point to fit your own county's or agency's needs. Forms that every county or agency should use are:
  - LSI Diligent Search Request Form (Attachment A)
  - LSI Diligent Search Checklist (Attachment B)

## 6.0 WHAT TO DO BEFORE STARTING A SEARCH

Steps to be taken BEFORE you begin a search:

- **Review Case File Thoroughly**  
Key Places to Begin:
  - Birth certificate
  - Family Demographic Sheet
  - Family Search Activity Record
  - Medical records/psychological evaluations
  - Child and family profiles
  - Fiscal Sheet
  - Case notes/dictation
  - People identified in file, including child and siblings
- **Complete the LSI Diligent Search Request Form (Attachment A).**
- **Know your co-workers.** Know who in your agency has experience with different areas. For example, a colleague may have extensive experience with criminal background checks.
- When calling agencies, **be sure to get the name of the person to whom you speak.** Build a rapport with that person, as you may need their assistance in future searches.
- **Know your time frame** before you begin your search, as it will dictate which sources to contact first. (For example, federal offices do not respond as quickly as state offices.)
- Finally, **document everything you do.** List every place you have contacted and the results of that communication, including the name of the person with whom you spoke. The LSI Diligent Search Checklist will assist you with documentation (**Attachment B**).

## 7.0 WHERE TO BEGIN A SEARCH

**LSI paralegals routinely use the sources in this section to complete a diligent search.** The sources are listed in the order the paralegals have found to be most useful. Each county or court may have its own search policy and procedures. Please be aware of your own county's requirements before beginning any diligent search.

### 7.1 Internal Database Resources

#### Helpful Information

Contact the county intake supervisor and request a search of the intake database. These databases can assist you in searching for family members and other connections. Some databases may also be able to cross-reference names with other cases and reveal additional information, such as potential resources for the child. In addition to your current county database system, such as the Child Accounting and Profile System (CAPS), your county may also have access to the Administrative Office of Pennsylvania Courts (AOPC), Court of Common Pleas Case Management System (CPCMS).

### 7.2 Online Database Resources (Account and Fee May Be Required)

#### 7.2.1 Accurint®

Accurint is an online locator and research tool available to government agencies through LexisNexis®. Pennsylvania's Department of Human Services (DHS) contracts with LexisNexis to provide all county children and youth agencies (CCYA) with access to this database. Among other things, an Accurint search can assist with locating parents, relatives and connections. In 2017, Accurint added the Virtual Identity Search and Report Search (VIR) function, enabling users to check multiple social networking sites (e.g., Facebook, Twitter, LinkedIn) by name or email. Accurint is one of several valuable tools identified in this packet to assist with your search and should be used in conjunction with other identified search resources.



**Search by name, social security number, telephone number, date of birth (DOB) or address**



**Comprehensive Report** produces results based on options chosen (e.g., possible relatives, address history, criminal records, bankruptcy filings, assets).



**Search multiple social networking sites (e.g. Facebook, Twitter, LinkedIn) by name or email through the Virtual Identity Search and Report.**

#### 7.2.2 Westlaw® – People Finder Report

People Finder Report is a unique tool on Westlaw that helps to locate information about any individual. People Finder produces two types of reports:

- **Summary Report** — a concise document with links to other documents.
- **Full-text Report** — the entire body of information, with internal navigational links.



## 7.3 Department of Human Services (DHS)

### Helpful Information

Ask the designated CCYA staff or caseworker to check DHS's records. If someone receives public assistance benefits, these records will include their current or last known address. DHS clients are required to update their information within 10 days of any change. DHS can also tell you if the person is receiving Supplemental Security Income, known as SSI. County fiscal departments should have access to this database and can search for addresses, telephone numbers and other individuals who are connected to the account. If no county contact exists, request that DHS identify a contact person within the agency.

**Website** – <http://www.dhs.pa.gov>



**Some counties may identify the DHS search as Client Information System (CIS)**



**Check all adults listed on record**



**Be sure to check comments section on DHS website**

## 7.4 Bureau of Child Support Enforcement (BCSE) and Pennsylvania Automated Child Support Enforcement System, Paternity Tracking System (PACSES-PTS)

### 7.4.1 Bureau of Child Support Enforcement (BCSE)

#### Helpful Information

To verify the paternity of a child, fax or mail a letter to the paternity supervisor. This letter must be on county letterhead. The letter must identify who is requesting the information and how it will be used. Additionally, the letter must include a full disclosure of what information is already known, excluding information protected by confidentiality.

Federal Parent Locator Service

- **Go to the BCSE website listed in section 6.4.2.**
- **Click on Services for Families**
- **Click on Child Support**
- **Click on Federal Parent Locator Service**
  - **Sample Paternity Letter (Attachment C)**

### 7.4.2 Pennsylvania Automated Child Support Enforcement System, Paternity Tracking System, PACSES-PTS

**NOTE: For Pennsylvania counties only**, effective August 2010 PACSES-PTS launched an online secure database to search for existing Acknowledgments of Paternity (AOP). This database is available to every Pennsylvania CCYA. The searcher can enter any number of search variables, including social security numbers of parents, mother's name, child's name, father's name and child's date of birth. If an AOP exists in that case, the result is displayed. The searcher can **print a certified copy of the acknowledgment. AOP records are**



**confidential.** Federal and state laws and BCSE policy and procedures restrict the access, use and release of these records.

If you are unable to access the PTS through a CCYA, follow instructions for BCSE as outlined in section 6.4.1

**Phone**

800-932-0211

717-787-9706 (Fax)

**Address**

Bureau of Child Support Enforcement

Attention: Paternity Supervisor

P.O. Box 8018

Harrisburg, PA 17105

**Website**

<https://www.humanservices.state.pa.us/csww/?Preference=Desktop&Owner=Client>

<https://www.acf.hhs.gov/css>



**Expected response time: 3–4 Days for BCSE**

## 7.5 Domestic Relations and Social Security

### 7.5.1 Domestic Relations

**Helpful Information**

Check the Pennsylvania Child Support website. Registration is free. You can search the docket by name and county (or statewide) to see if a support case exists. The search results will not allow you to view the case, but will provide you with a docket number. Next, contact the county domestic relations office. The contact information for domestic relations offices statewide is available on the Pennsylvania Child Support Program website.

**Website –** <https://www.humanservices.state.pa.us/csww>



**Each county domestic relations office maintains statewide information.**

### 7.5.2 Social Security Death Index, (SSDI)

**Helpful Information**

When searching to see whether a person is deceased, you can search the social security death index. The following website provides you with a listing of websites—both free and paid. SSDI records may also be available through the Accurant search.

**Website -** <http://www.deathindexes.com>



**You may want to contact the Department of Vital Records to obtain a copy of the death certificate.**

## 7.6 Department of Motor Vehicles (DMV)

### Helpful Information

- Go to the DMV website: <http://www.dmv.pa.gov>
- Follow this link to obtain the most recent version of DL-503 Form:  
[http://www.dmv.pa.gov/Pages/default.aspx/pdotforms/dl\\_forms/dl-503.pdf](http://www.dmv.pa.gov/Pages/default.aspx/pdotforms/dl_forms/dl-503.pdf)  
Click on “Forms and Publications.”. Scroll down for DL-503 Form.
- Driver’s License Request Form - DL-503 (**Attachment D** for your reference).
- Complete the form. There is no fee for state-related agencies.
- Submit a standard letter introducing yourself and your agency and explaining why you need this information. A Sample Driver’s License Request Letter (**Attachment E**) is included in this packet.
- This letter should be tailored to your agency and accompany a copy of the completed DL-503 form.
- Check the instructions on the most current version of the form to confirm the address and fax number.
- When contacting the DMV, be sure to request all surrendered licenses and identification cards. Do not limit your search to driver’s licenses.

### Address

#### Regular Mail

Bureau of Driver Licensing  
Driver Record Services  
P.O. Box 68695  
Harrisburg, PA 17106-8695

#### Overnight and Special Mail

Bureau of Driver Licensing  
Driver Record Services  
1001 South Front Street, 3<sup>rd</sup> Floor  
Harrisburg, PA 17104-2516

### Phone

800-932-4600  
717-705-2401(Fax)

### Website

[www.dmv.state.pa.us](http://www.dmv.state.pa.us)  
[http://www.dmv.state.pa.us/pdotforms/dl\\_forms/dl-503.pdf](http://www.dmv.state.pa.us/pdotforms/dl_forms/dl-503.pdf)



Driver’s license history is also available through Pennsylvania’s Justice Network (JNET) if your county has access.

## 7.7 Public Records

### 7.7.1 Marriage and Divorce Records

#### Helpful Information

Some counties have their marriage and divorce records online. Check the county clerk's office for this information.

### **7.7.2 Wills and Estates**

#### **Helpful Information**

Some counties have probate records online. Check your local register of wills or orphan's court records office for this information. Search for decedent, beneficiary or executor.

### **7.7.3 Deeds and Land Records**

#### **Helpful Information**

Some counties have websites that list the names of property owners. Check with your county's assessment office.

Other county information: Search "[name of county] assessment office PA." Call the assessment office number provided to obtain real property information on the person or address in question.



**County assessment offices may be accessible online.**



**Landlords may be very willing to help you, as they may be looking for the same person.**

### **7.7.4 Genealogical Records**

**Some of the following websites require fees for searching.**

#### **Websites**

[www.ancestry.com](http://www.ancestry.com)

[www.accessgenealogy.com](http://www.accessgenealogy.com)

[www.familysearch.com](http://www.familysearch.com)

[www.familytreenow.com](http://www.familytreenow.com)



**These websites are very helpful for adoption searches.**

### **7.7.5 Professional Licenses**

#### **Helpful Information**

To search for professional licenses (e.g., hair stylists, contractors, plumbers, mechanics, etc.), in your preferred search engine type "professional license" and the state. This will lead you to that public office.



**Not all states have their licensing records available online.**

## 7.8 Online Search Engines

### Websites

The following websites are general resources to aid in your search. For example, these search engines can be used to locate websites and contact information for government agencies you may need to contact or to see if the person's name is posted anywhere on the internet.

[www.google.com](http://www.google.com)

Largest and most effective search engine

[www.bing.com](http://www.bing.com)

[www.yahoo.com](http://www.yahoo.com)

[www.dogpile.com](http://www.dogpile.com)

Includes "best results" from leading search engines including Google, Bing and Yahoo, but does not seem to sort by the closest or most likely match.

[www.zabasearch.com](http://www.zabasearch.com)

[www.spokeo.com](http://www.spokeo.com)

[www.familytreenow.com](http://www.familytreenow.com)

It is a genealogy website that pulls a comprehensive list of possible relatives for free. To search further into those names for additional contact information, a fee is required.

[www.siteselection.com](http://www.siteselection.com)

National listing of all utility companies

[www.statelocalgov.net](http://www.statelocalgov.net)

Internet directory of federal, state and local offices

[www.anywho.com](http://www.anywho.com)

[www.nuwber.com](http://www.nuwber.com)

[www.peoplefinder.com](http://www.peoplefinder.com)

<https://www.lifewire.com>

[www.intelius.com](http://www.intelius.com)

Intelius powers many other websites' search engines and also has its own home website with a comprehensive list of search types ranging from basic people search and list management to comprehensive background checks. Searches yield limited results, and most identifying information is only available for a fee.



**Be aware that [www.intellius.com](http://www.intellius.com) often bundles special offers (such as monthly memberships) with its basic reports. Read each page carefully. If you blindly click "continue" or "yes," you are likely to end up paying for services you do not want.**

### 7.8.1 Social networking sites

[www.facebook.com](http://www.facebook.com)

Requires membership to access anyone who has a private profile.

[www.instagram.com](http://www.instagram.com)

A photo messaging site

[www.twitter.com](http://www.twitter.com)

Micro blogging service that enables users to send and read short text messages

[www.snapchat.com](http://www.snapchat.com)

A photo messaging application

[www.tumblr.com](http://www.tumblr.com)

Micro blogging platform and social networking website

<a href="http://www.Linkedin.com">www.Linkedin.com</a>	A professional networking site
<a href="http://www.myspace.com">www.myspace.com</a>	Similar to Facebook
<a href="http://www.mylife.com">www.mylife.com</a>	A site that allows users to compile all of their email and social media accounts into one online dashboard



**These sites are sometimes blocked at work places, so you may need to get special permission to access these pages.**

## 7.9 Address and Telephone Search

### Helpful Information

Check your local telephone directory and online directories. The following websites can perform business searches and basic people searches by name or by reverse look-up.

- A reverse look-up usually allows the worker to obtain the name of the person from a telephone number, but some sites, such as [www.whitepages.com](http://www.whitepages.com), also offer a reverse look-up by address.

Many search websites are owned or powered by the same company and, therefore gather information from the same database. The most commonly used websites include:

#### Free

<a href="http://www.whitepages.com">www.whitepages.com</a>	Business search powered by superpages.com
<a href="http://www.anywho.com">www.anywho.com</a>	Business search powered by Intellus. People search draws from local telephone directory assistance records.

#### Paid

<a href="http://www.ussearch.com">www.ussearch.com</a>	This website will show very general results but requires a fee for all identifying information. Simplest premium results only \$1.45.
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#### International

<a href="http://www.infobel.com">www.infobel.com</a>	This site provides direct access searches for nine foreign countries. It also links to U.S. and international search sites for all countries in the world. The site provides addresses, in addition to phone numbers.
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<a href="http://www.wayp.com">www.wayp.com</a>	This is a good source for links to many international White and Yellow Page search sites for countries around the world.
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<a href="http://www.phonebookoftheworld.com">www.phonebookoftheworld.com</a>	This website provides links to international people and business telephone directories for countries around the world.
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<a href="http://www.paginasamarillas.com/Latinoamerica">http://www.paginasamarillas.com/Latinoamerica</a>	This site provides telephone directories for Latin America.
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## 7.10 United States Postal Service (USPS)

### Helpful Information

To verify a person's last known address, send the USPS "Request for Change of Address Needed for Service of Legal Process" form or the "Address Information Request" form, along with a self-addressed stamped envelope, to the postmaster of the person's last known address.

- Request letters must be completed on Agency letterhead
- **Sample Request for Change of Address or Boxholder (Attachment F)**

Contact the local post office of the person's last known address and request forwarding address information. To find the delivery post office, go online to [www.usps.com](http://www.usps.com) and select Locate a Post Office or call 1-800-ASK-USPS (1-800-275-8777), say "post office information," then "delivery office" and then enter the five-digit zip code.

If you are not sure of a person's street address, send the request to:

- Postmaster  
City, state, zip code

### Phone

Customer Service of USPS

- 800-ASK-USPS (800-275-8777)

### Website

[www.usps.com](http://www.usps.com) Provides phone, address and name listings across the country.



**Expected response time: 1–2 weeks**



**Contact the delivery post office to ask about faxing capabilities. Faxing may expedite the process.**

## 7.11 Inmate Locator Search

### Helpful Information

If the person was or may currently be incarcerated, start by reviewing the *SWAN LSI Incarceration Resource Manual* at [http://www.diakon-swan.org/media/uploads/irm\\_final.pdf](http://www.diakon-swan.org/media/uploads/irm_final.pdf). This extensive manual compiles county prison policies and procedures into a single, comprehensive document. The manual contains entries for each Pennsylvania county prison, appendices with more detailed information and links to county prison websites.

#### 7.11.1 Pennsylvania State Prisons

##### Helpful Information

Pennsylvania has inmate information available online.

##### Website

Pennsylvania Department of Corrections and Pennsylvania inmate locator.

- <http://www.cor.pa.gov/Inmates/Pages/Inmate-Locator.aspx>

**Phone**

717-975-4859

- Pennsylvania Department of Corrections Records Office

**7.11.2 Other State Prison Information****Website**

[www.vinelink.com](http://www.vinelink.com)

This free website will check other state and county correctional facilities to see if a person is in custody. Provides victim information and notification of inmate custody updates to subscribers

[www.corrections.com](http://www.corrections.com)

This website aids in finding inmates using a free inmate search and locator tool, encompassing state departments of corrections, Federal Bureau of Prisons, state prisons, county jails and more.



**Google “[State name] inmate locator”.**



**Best practice encourages the caseworker to directly engage the incarcerated individual in order to obtain family tree information.**

**7.11.4 Federal Prisons****Helpful Information**

Online services at this site include all inmates from 1982 to present.

**Website**

[www.bop.gov](http://www.bop.gov)

**7.11.5 Probation and Parole****Helpful Information**

Contact the probation or parole department in the last known city or state for the person of your search. The contact information for these offices will be on the county's or state's official government website, which can be located through a Google search. The information about whether the person is on probation or parole can be delivered over the telephone.

You can also contact the officer assigned to the person. If the person is complying with their court-ordered services, the officer likely will have the person's current address and telephone information. This information often will be released over the telephone or in response to a written request on your agency's letterhead.

If the person on probation or parole is missing and noncompliant, you may still be able to get the last known address in their files.

Also, you may be able to expedite your search by cross-referencing your search efforts with those of the officer. Sometimes the local department prohibits releasing identifying information, but the officer may be willing to contact the person on your behalf or to forward mail to their address.



Online services also provide search tools for parole absconders in Pennsylvania. You can view these listings in text-only format or with pictures. Here, you will find links to the Pennsylvania list, as well as to other fugitive sites.

### Website

<http://www.pbpp.pa.gov/Pages/default.aspx#.VQxa9k10z-c> – Pennsylvania Parole and Probation



**If recently released, request a verifiable address that is on file.**

## 7.12 Criminal History Record Check

### Helpful Information

Some counties have a clerk in the CCYA who submits criminal history record checks.

County checks may include local criminal checks and national checks through the National Crime Investigation Center (NCIC) or Pennsylvania's Justice Network (JNET).

Other counties have agreements with local, non-emergency 911 units that will run a criminal history check, including a driver's license check at the county's request.

Check your local county probation office. The person may be on probation and required to report immediately to a probation officer any changes in his or her personal information.

**Megan's Law** – All sexual offenders are required to register with their local police department. Go to the National Sex Offender Public Registry website for more information.

**JNET** - Pennsylvania's Justice Network is the Commonwealth's primary public safety and criminal justice information broker. Some county departments have identified a designated person who is certified to complete JNET searches. Driver's license history, outstanding warrants, vehicle registrations and photos may also be obtained from this portal.

**Criminal Searches** – Criminalsearches.com provides a criminal history check on persons in the United States, excluding U.S. territories. This site has different search tools such as:

- **Criminal History Check:** A free search tool that finds criminal records on people in any state, not including U.S. territories. The site also provides an advanced search tool where you can insert more identifying information such as middle initial, county, and birth year to narrow the search results.
- **Sex Offender Finder:** This site is essentially the same tool as the neighborhood watch; however, it provides names, pictures and last known addresses of registered sex offenders within a limited geographical area.
- **Criminal Alerts:** This site is a free tool that allows a person to register for an account to receive monthly criminal background alerts for each person added to their list. This list only allows for five names to be entered at a time.

### 7.12.1 Pennsylvania Unified Judicial System (UJS)

This website allows public access to view and print case docket sheets from Pennsylvania's three appellate courts and criminal cases from Pennsylvania's Court of Common Pleas. You may perform a search using many queries, such as the docket number, the name of the defendant or plaintiff, or the type of case.

This website also has a secure access section. Many counties provide usernames and passwords to their employees to access these records. After logging in with secure access, you can view secure web docket sheets rather than the public sheets. These secure dockets provide identifying information such as social security numbers and detailed address information that is not available on the public dockets. Also, within the secure access section, you can view and print county-specific juvenile court dockets and statewide warrants. The warrants should list an arresting agency, such as a magistrate or a sheriff's office. This agency may have information on the warrant's status and the missing person. If the warrant is still open, you can contact the designated officer or deputy who is searching for the missing person by calling the agency that holds the warrant. This officer will probably be very willing to share the status of his search, as you both share the goal of locating the same missing person.

#### Websites

[www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us)

[www.nsopr.gov](http://www.nsopr.gov)

[www.criminalsearches.com](http://www.criminalsearches.com)

<https://ujportal.pacourts.us/>



**Check CPCMS for criminal records.**



**Other states have UJS portal sites.**



**Some of these sites may require an account and/or fee.**



**When searching the UJS portal, be sure to search thoroughly, not just by participant name.**



**For Megan's law searches, use the individual states' sex offender registry for free listings. Pennsylvania's website is provided above.**

### 7.13 Voter Registration

#### Helpful Information

Call your county's bureau of elections or voter registration office. The information currently available includes:

- Name
- Birth date
- Most current address provided
- Voting history and party affiliation

- Former Pennsylvania addresses

Section 1404(a) of Act 3 of 2002, at 25 Pa. C.S. § 1404(a) requires that certain information be publicly available for political activities or law enforcement. No fee is charged for this information; however, not all counties are willing to release any or all of the information. You will be more successful at obtaining available information if you identify yourself as a county employee in need of the requested information to serve legal papers.

Contact the county's voter registration office to obtain the necessary form. A completed form may be required to review voter registration information.

## Website

<http://www.votespa.com/> (Select "Be Prepared" and then "County Contact Information")  
This site provides voter registration contact information, including email addresses, for Pennsylvania counties.

## 7.14 Military

### Helpful Information

If the person is or may be in the military:

- Go to the National Archives and Records Administration website to download a military record request form (SF-180 Form). Complete this form and send it to the appropriate military branch.
  - **Sample Request Pertaining to Military Records (Attachment G)**

Please see **Attachment G** for additional information pertaining to military records.

## Website

[www.archives.gov/research/order/standard-form-180.pdf](http://www.archives.gov/research/order/standard-form-180.pdf)

[www.military.com/buddy-finder](http://www.military.com/buddy-finder)



The buddy finder tool on [www.military.com](http://www.military.com) is helpful people locator website.

## 7.15 Newspapers

### Helpful Information

Check local and area newspapers to find out when or if a death announcement ran in the newspaper. The person may be listed in either the criminal report or local news section. Check newspapers and their websites for obituary archives. See below for a listing of Pennsylvania newspapers whose obituary sections are available online.

## Website

<http://www.obitlinkspage.com/pennsylvania/newspapers>

Can be used where local newspapers are not online.  
Fee required.

<http://www.publiclibraries.com/pennsylvania.htm>

Links to all Pennsylvania libraries that have websites

[www.newspapers.com](http://www.newspapers.com)

Links to national newspapers.

[www.newseum.org/todaysfrontpages](http://www.newseum.org/todaysfrontpages)

Links to national newspapers.

[www.onlinenewspapers.com](http://www.onlinenewspapers.com)

Links to international newspapers, radio and television stations.

[www.legacy.com](http://www.legacy.com)

Online obituaries. This website will provide you with an obituary and/or dates but it sends you to ancestry.com for further information.

[www.obituaries.com](http://www.obituaries.com)

Online obituaries.



**Funeral homes often have websites and electronic guest books that are available to sign or view the persons who paid their respects. This is a good place to find additional family members.**



**Newspapers may charge for archives.**

## 7.16 Additional Sources

### 7.16.1 Shelters

#### Helpful Information

Check in your area for local shelters. Speak with the coordinator in charge. They may not be able to tell you whether the particular individual is there but may be willing to leave messages for the person.

### 7.16.2 Public Libraries

Check public libraries for archived newspaper articles, obituaries, wedding announcements.



**Letters may also be mailed to shelters.**



**Local soup kitchens may also have mailboxes for the homeless.**

### 7.16.3 Bridal and/or Baby Registries

#### Helpful Information

Check popular store online registries (e.g., Target Walmart, Babies"R"Us, Macy's) for registrant information.

## 8.0 INTERNATIONAL SEARCH

International searches can seem difficult or intimidating when you first begin. This section was created to help you search outside of the United States. When contacting each of the listed agencies, be sure to record the information you receive, including the name of the person with whom you spoke. Again, this will help you with future searches.

Time Frame: Because you will be corresponding with large governmental bodies and foreign agencies, an average international search can take **many months**. Because these take so long, be sure to find out as close to intake as possible if an international search will be needed.

## 8.1 Office of Immigration and Customs Enforcement

The branch of the Department of Homeland Security that handles the detention and deportation of undocumented immigrants is the Office of Immigration and Customs Enforcement (ICE). When undocumented immigrants are detained, they are held in an ICE facility, if bail is denied, until their immigration case is resolved. To locate the detention facility of an individual in ICE detention or an individual who was released in the past 60 days, contact the ICE online detainee locator at the website below. Additional information may be obtained by contacting the local Enforcement and Removal Office (ERO).

**Website** - <https://locator.ice.gov/odls/homePage.do>

## 8.2 Foreign Consular Offices in the United States

### Helpful Information

This website lists all foreign consular offices in the United States. Due to their familiarity with the specific country, they may be better able to provide you with local information and cultural differences relevant to your search request.

Due to the many consular locations each country has in the U.S., these offices may have fewer general requests than the foreign embassies. Therefore, they may be more readily available to assist you in your search.

**Website** - <http://www.state.gov/s/cpr/rls/fco/>

## 8.3 International Social Networking

Some websites are more popular or specific to other countries than those familiar in the U.S., so don't assume a favored U.S. site will be useful in a different country. The link below lists the websites with the most hits for each country.

Click on the country you wish to search. Look for the social network sites, and search for a missing relative using a variety of name spellings. Even if the website is published in a language other than English, many internet browsers have automatic translations available in the settings menu.

If a country is not listed on alexa.com, social networks may still be found by entering the name of the country and the search term "social network" in your browser's search box.

**Website** - <http://www.alexa.com/topsites/countries>



**These sites are sometimes blocked at work places, so you may need to get special permission to access these pages.**

## 8.4 Foreign Embassies

### Helpful Information

This website lists all foreign embassies that have offices in Washington, D.C. Due to their familiarity with the specific country, they may be better able to provide you with local information and cultural differences relevant to your search request.

Some underdeveloped countries or countries experiencing civil unrest may rely more heavily on radio outlets for sources of information. The foreign embassies may be able to assist you in locating a local radio station or newspaper in the particular country to post a public service announcement at no cost.

**Website** - [www.embassy.org/embassies](http://www.embassy.org/embassies)

## 8.5 United States Embassy

### Helpful Information

This site lists every U.S. embassy, consulate and diplomatic mission in the world.

- You can send an email to the general email address for the American Citizens Services unit (ACS) of any U.S. embassy on foreign soil, and you can expect a response within as few as three or four days. Officials in the embassy can search their internal database and provide you with any relevant information pertaining to the person.
- You can also email the consulate general who can refer you to local services in the identified country to help locate a parent or family member.

Each federal agency may require a completed Freedom of Information Act (FOIA) form to process your request.

**Website** - <http://usembassy.state.gov/>

## 8.6 United States Department of State

This website provides links to federal laws such as the Child Citizenship Act of 2000, which “allows certain foreign-born, biological and adopted children of American citizens to acquire American citizenship automatically.”

### Helpful Information

- Go to the Office of Children’s Issues website. This site can assist you with:
  - Locating families overseas;
  - Obtaining clearances from other countries to help finalize an adoption;
  - Placing ads in area newspapers to assist in locating families;
  - Providing pictures to the Office of Children’s Issues upon approval of juvenile court judge;

- Obtaining information and assistance about the adoption process in over 60 countries; and
- Assigning a caseworker in the Office of Children's Issues who will act as a liaison on behalf of your county with another country's consulate and/or foreign government to help with international cases.

**Website** - <http://travel.state.gov/>

## 8.7 Department of Homeland Security (DHS)

Most international searches will require some correspondence with DHS or the forms distributed by DHS. Some of DHS's responsibilities include immigration, deportation and citizenship. The office of U.S. Citizenship and Immigration Services (USCIS) falls under the umbrella of DHS. The National Record Center (NRC), which is a part of USCIS, has a Freedom of Information Act, FOIA/Privacy Act (PA) Division that handles all FOIA and PA requests. Together, these acts dictate what government records are accessible to the public.

If the person's file is located at a district or field office of DHS, the FOIA/PA Division will locate it for you and gather any information they can release. The office is limited in what it can release to the public unless the person has signed a release form for the file's contents. If a release is not on file, but the person is cooperative and accessible, the person can sign a release in front of a notary and submit it to the FOIA/PA divisional office. They will compare the signature to signatures on file to verify the integrity of the document, and if cleared, they will release more of the file's contents.

### Helpful Information

- Identify name, date of birth and last known country or country of origin of the person.
- Download a copy of the FOIA form at [http://www.usdoj.gov/oip/04\\_3.html](http://www.usdoj.gov/oip/04_3.html)
- Complete the **G-639, Freedom of Information/Privacy Act Request form (Attachment H)** and submit it to the address listed below for the National Record Center's FOIA/PA Division to obtain a copy of the person's application to enter the United States, deportation records or any information they will release. Be sure to note if you know the specific form that you need in order to expedite response time: <http://www.uscis.gov/files/form/g-639.pdf>.
- Use above hyperlink to download current version of G-639 form.
- Attach some form of documentation to verify the parental or other relationship between the person and the child, such as a birth certificate.
- Attach a copy of the court order granting custody of the child to the CCYA to the request form.
- The request form is free (first 100 pages) unless otherwise noted by USCIS (voluminous documents).
- Take time to read and familiarize yourself with FOIA regulations and requirements.

After mailing your request, you will receive an initial response with a control number (e.g., NRC12345678910) within about two weeks. Subsequent letters from DHS may take up to one



month to arrive, particularly if they need to solicit information from another office. The FOIA/PA Division may respond with a request for more information, which can significantly prolong a search. They suggest providing a name, country of birth and date of birth as a minimum for a FOIA/PA request, although they will not reject a request with less information. You can check the status of your request by calling the FOIA/PA Division's main number or by visiting the USCIS website at:

- <http://www.uscis.gov/about-us/freedom-information-and-privacy-act-foia/foia-request-status-check-average-processing-times/check-status-request>
- Enter your control number to see the status of your request.

### Address

U.S. Citizenship and Immigration Services  
National Records Center, FOIA/PA Office  
P.O. Box 648010  
Lee's Summit, MO 64064-5570

### Phone

816-350-5570  
816-350-5785 (Fax)

### Websites

<http://www.dhs.gov/index.shtm>  
<http://www.uscis.gov/portal/site/uscis>  
<http://www.usdoj.gov/oip/amended-foia-redlined.pdf>



**USCIS does not accept outdated forms. You will need to check the form to ensure that you are using the most current version. The date on the G-639 Form is typically located in the upper right corner. The form attached in this packet is numbered OMB NO. 1615-0102, expiring 04/30/2018.**

## 8.8 International Child Welfare Agencies

### Helpful Information

Make an effort to locate and contact nonprofit and government agencies that exist to protect the welfare of children in the foreign country where you are searching. These agencies are likely to sympathize with your goal, and they may be willing to aid in your search.

- For example, in the Dominican Republic, Consejo Nacional para la Niñez y la Adolescencia, better known as CONANI (National Counsel for Children and Adolescents), has a government website: <http://www.conani.gov.do/>.

Embassies and consulates of the country you are searching may be able to provide you with contact information for agencies like CONANI.

### Websites -

[http://www.unicef.org/about/structure/index\\_worldcontact.html](http://www.unicef.org/about/structure/index_worldcontact.html)  
<http://www.who.int/countries/en/>  
<http://www.interpol.int/@en/Missing-Persons>  
<http://www.interpol.int/Wanted-Persons>

UNICEF field offices  
World Health Organization

## 8.9 The International Committee of the Red Cross

The aim of the International Committee of the Red Cross Family Links website is to help those separated by conflict or disaster to find information about their loved ones in order to restore contact. This website is a good tool for missing persons of the Iraq War, for example, as well as other countries.

### Helpful Information

- Log on to: <https://www.icrc.org/en/what-we-do/restoring-family-links>
- Select the country or region you need
- Go to “Services” and select “Locate your Relatives”
- From this screen, you will be able to check a name on the list or register any missing persons.

**Website -** [www.icrc.org/eng/tracing\\_offices\\_ns](http://www.icrc.org/eng/tracing_offices_ns)

## 9.0 INDIAN CHILD WELFARE ACT (ICWA)

The federal Indian Child Welfare Act was enacted in 1978 to regulate placement proceedings involving Native American children, including Alaska Natives, who are unmarried and under the age of 18 (25 U.S.C. § 1901 et.seq.). In December 2016, the Bureau of Indian Affairs (BIA) released new ICWA Regulations, providing state courts with more guidance for Indian child custody proceedings. The new Regulations, subsequently followed by the release of new Guidelines, issued in January 2017, continue to stress the importance of diligent search as important step in the *Active Efforts*<sup>1</sup> process.

ICWA mandates that agencies must conduct active efforts when the earliest possibility of Indian eligibility is questioned. Those efforts must continue throughout the life of the case, if the child is, or you have reason to believe, that the child is an Indian child. The Regulations and Guidelines assist state courts and child welfare agencies in determining whether an ICWA Search is required. When applied in conjunction with this Packet, this information will outline the necessary steps to complete the search process to be in compliance with ICWA.

An Indian child has the right to protection under ICWA. An Indian child is defined by ICWA as any unmarried person who is younger than age 18 and either: (1) a member of citizen of an Indian Tribe; or (2) eligible for membership or citizenship in an Indian Tribe and the biological child of a member or citizen of an Indian Tribe. If a party has a “reason to know” that a child is an Indian child, then that child must be treated as such until it is determined otherwise.

Additionally, the new Regulations and Guidelines require agencies and state courts to inquire at **every** proceeding, including emergency removal and shelter care, as to whether the subject child is or could be an Indian child or eligible for membership. Therefore, a diligent search is imperative to locate the parents, extended family members, and the Tribe(s), for assistance and potential placement. Note: **only the Tribe(s) may make the determination** as to whether a child is a member

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<sup>1</sup> *Active Efforts* are defined as affirmative, active, thorough, and timely efforts intended primarily to maintain and reunite an Indian child with his or her family.

of the Tribe(s), is eligible for membership in the Tribe(s), or whether a biological parent of the child is a member of the Tribe(s). If a child is a member of a federally unrecognized Tribe<sup>2</sup>, ICWA provisions **do not** apply.

When engaging in active efforts, ask the parent for any pertinent information that may link the child to Native ancestry of any kind. If there is **any** question, obtain detailed information that will help to establish eligibility. Please use the **Notice of Custody Proceeding for Indian Child** template (**Attachment I**) to provide notice of hearing and additional information for all parties. This form does not replace the required legal documents, such as the Petition, Motion, or Court Order.

Once eligibility in a federally recognized Tribe is determined, notification of any legal proceedings must be provided to parent/Indian custodian, the child's Tribe, and a copy to the BIA, as early as possible by registered or certified mail, return receipt requested. Failure to notify the Tribe may result in the reversal of a court decision. If the Tribe does not respond to the notice attempt, or does not wish to intervene in the proceeding, the agency must continue to send notices to the Tribe for every proceeding. The court or agency shall seek verification of membership by contact either the designated agent to serve the ICWA notice or contact the Tribe directly and identify the appropriate person for contact. Notice of the child custody proceeding must be sent to the appropriate Regional Director of the BIA:

Eastern Regional Director  
Bureau of Indian Affairs  
545 Marriott Dr., Suite 700  
Nashville, TN 37214



Or visit <http://www.bia.gov> for a complete listing of regional directors.

Certain time constraints must be met for serving notice, not only to the parent or Native American custodian, but also to the Tribe. This chart outlines the notice requirements:

Who Receives Notice?	When Can a Hearing Take Place?
Parent/Indian custodian	At least 10 days after receipt of notice by parents or Indian custodian, or after 30 days if 20 additional days are requested by the parents or Indian custodian to prepare for the proceedings; OR
The child's Tribe (if the child is affiliated with, or eligible for, membership in more than one Tribe, all Tribes should receive notice), an appropriate Regional Director of the BIA	At least 10 days after receipt of notice by the Tribe, or after 30 days if the Tribe requests an additional 20 days to prepare or the proceeding; OR
Appropriate Regional Director of the BIA	No fewer than 15 days after receipt of notice by the BIA

Note: No termination of parental rights proceeding may be held until **at least 10 days after notice is received** by the Indian custodian, parent and Tribe. Notification must continue while the Tribe is determining if the child is eligible for membership.

<sup>2</sup> To determine whether a Tribe is federally or state recognized, please visit: <http://www.ncsl.org/research/state-tribal-institute/list-of-federal-and-state-recognized-Tribes.aspx> for a complete listing.

-  Please refer to the *ICWA Search Guide* for additional, more detailed search support and ICWA information. The Guide can be found at the Family Design Resources website: <http://www.familydesign.org>.
-  For additional resources and a useful checklist provided by National Council of Juvenile and Family Court Judges, NCJFCJ, please visit <http://www.ncjfcj.org/resource-library/publications/tribal-work-and-icwa>.

Once the potential Tribe is identified, contact the Tribe directly to request information (**Sample Letter to BIA - Attachment J**). In your correspondence, include all information currently available to you that may aid in establishing Indian ancestry.

## 10.0 SEARCH RESULTS

### 10.1 What to Do With the Information From the Search

#### 10.1.1 Address or phone number located:

##### **Helpful Information**

Once an address or addresses are located for the person, a caseworker can send a letter or call to see if the address is correct. If the search is for possible relatives to comply with Fostering Connections, check your county's policy about Fostering Connections. Also send certified U.S. mail – restricted delivery; 10 day notice.

**Sample John Doe Letter (Parent) (Attachment K)**

**Sample Resource Parent Letter (Attachment L)**

**Sample Fostering Connection Letters (Attachment M)**

#### 10.1.2 If a claim of paternity is required, please see Section 4.7 for more comprehensive information

#### 10.1.3 Ending a Search

Once a person is located or all avenues are exhausted, the paralegal or worker should complete a form to report on the findings of the search (**Attachment B**). This form should be included in the child's file.

-  **Please be aware that your county and court may have different requirements. Please check with your county and court to make sure you comply with their specific requirements.**

#### 10.1.4 Unsuccessful search

If a search is unsuccessful, an agency may then conduct service by publication. Check with your local court to comply with their individual service requirements. Included with the petition should be an affidavit of investigation. The name and content of the affidavit will vary by county. This affidavit must list all efforts the agency made to locate the parent. The court may then grant permission to publish.

## **Sample of Affidavit of Diligent Search Summary (Attachment N)**

### **10.1.5 Conclusion**

The completed Diligent Search Checklist should be filed in the CCYA case file and may be used in court as evidence outlining the diligent search efforts of the agency. Searchers should be prepared to use it and answer questions about their diligent search efforts

<http://www.ocfcpacourts.us/judges-and-legal-professionals/benchbook-2>

**Sample Questions Related to the Pennsylvania Dependency Benchbook (Attachment O).**

# ATTACHMENTS SECTION

**Disclaimer:** Please note that the documents included in the attachment section are to serve as samples only. Certain forms and letters may vary by county and agency, so please check with your agency supervisor or solicitor before using any attachment verbatim to assure compliance with county and court rules.

# ATTACHMENT A — LSI Diligent Search Request Form

☐ Diligent Search

☐ Accurant Report Only

☐ Due Date

## LSI DILIGENT SEARCH REQUEST FORM

County Children & Youth Services

*To be completed by caseworkers before requesting diligent search assistance from the paralegal. Please remember to thoroughly interview the family first!*

<b>Date of Request</b>		<b>Case #</b>		<b>Caseworker</b>	
<b>Child's Name</b>			<b>DOB</b>		<b>SS#</b>
<b>Birth Certificate?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ICWA (Native American)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If yes, list Tribal Affiliation</b>		
<b>Subject of Search</b>					
<b>Name</b>					
<b>Known Aliases</b>					
<b>DOB</b>		<b>SS#</b>		<b>Date of Last Contact</b>	
<b>Last Known Address</b>					
<b>Last Known Place of Employment</b>					
<b>Ever Been in Jail?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, List Dates and Locations</b>				
<b>Married</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, List Dates of Marriage</b>			<b>Spouse Name</b>	

### Family and Friends Contacted to Locate Subject (Please list all so LSI does not duplicate your results)

Name/Relationship

Date Contacted

Results


### Child's Mother

<b>Mother's Full Legal and Maiden Name</b>				
<b>Known Aliases</b>				
<b>DOB</b>		<b>SS#</b>		<b>Date of Last Contact</b>
<b>Last Known Address</b>				
<b>Last Known Place of Employment</b>				
<b>Ever Been in Jail?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, List Dates and Locations</b>			
<b>Married</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, List Dates of Marriage</b>			<b>Spouse Name</b>

**Names of Mother's Other Children (Siblings and Half Siblings)**

### Child's Father

<b>Father's Full Legal Name</b>				
<b>Known Aliases</b>				
<b>DOB</b>		<b>SS#</b>		<b>Date of Last Contact</b>
<b>Last Known Address</b>				
<b>Last Known Place of Employment</b>				
<b>Ever Been in Jail?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, List Dates and Locations</b>			
<b>Married</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, List Dates of Marriage</b>			<b>Spouse Name</b>

**Names of Father's Other Children (Siblings and Half Siblings)**



## ATTACHMENT A (cont.)

**PLEASE COMPLETE A LIST OF RELATIVES WITHIN THE FIFTH DEGREE OF CONSANGUINITY TO BE SEARCHED.** These relatives include grandparents, godparents, aunts, uncles, cousins, great aunts and uncles, great-grandparents, step parents, step grandparents, older siblings, etc. You may also use the back of this page. Please include any identifying information you have (DOBs, SS#s, recent addresses, etc.).

Name/ Relationship	Identifying Information/ Other Comments
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
Other comments or suggestions?	

## ATTACHMENT B — LSI DILIGENT SEARCH CHECKLIST

This checklist was created to correspond with the order of the categories in the Diligent Search Packet Section 6.0-10.0. The form will help ensure your search is “diligent” and that all topics were investigated.

**NAME** \_\_\_\_\_ **DOB** \_\_\_\_\_ **SS#** \_\_\_\_\_

Section	Source Checked	Date	Result
6.0	Case file; co-workers		
7.1	Internal Database Resources (i.e., CAPS, CPCMS)		
7.2	Online Databases – Fee Based; (i.e., Accurint.com; Westlaw- People Finder Report)		
7.3	Dept. of Human Services		
7.4	Bureau of Child Support Enforcement / Paternity Tracking System		
7.5.1	Domestic Relations		
7.5.2	Social Security Death Index		
7.6	Dept. of Motor Vehicles Driver Information		
7.7	Public Records		
7.8	Online Search Engines		
7.9	Address & Telephone Search: Local Telephone Directory & Online Directories:		
7.10	Post office – address request		
7.11.1	Local (County) Prison Inmate Search		
7.11.2 7.11.3	State Prison Inmate Locator		
7.11.4	Federal Prison Inmate Locator		
7.11.5	Probation and Parole		

**ATTACHMENT B (Cont.)**

<b>Section</b>	<b>Source Checked</b>	<b>Date</b>	<b>Result</b>
<b>7.12</b>	Criminal History Record Check (i.e., JNET, Megan's Law, PA UJS Portal)		
<b>7.13</b>	Voter Registration		
<b>7.14</b>	Military Records		
<b>7.15</b>	Newspaper (obituary, archives)		
<b>7.16</b>	Shelters; Libraries; Bridal & Baby Registries		
<b>8.1</b>	Office of Immigration and Customs Enforcement		
<b>8.2</b>	Foreign Consular Offices in the U.S.		
<b>8.3</b>	International Social Networking		
<b>8.4</b>	Foreign Embassies		
<b>8.5</b>	U.S. Embassy		
<b>8.6</b>	United States Department of State		
<b>8.7</b>	Department of Homeland Security, DHS		
<b>8.8</b>	International Child Welfare Agencies		
<b>8.9</b>	The International Committee of the Red Cross		
<b>9.0</b>	Indian Child Welfare Act		
<b>10.0</b>	Search Results - "John/Jane Doe" letters		
<b>ADDITIONAL SOURCES / WEBSITES:</b>			
Specify:			

Completed: \_\_\_\_\_ by: \_\_\_\_\_  
 (Date) (Name / Title)

## ATTACHMENT C — PATERNITY LETTER REQUEST FOR ACKNOWLEDGEMENT

[Date]

Paternity Supervisor  
Department of Human Services  
Bureau of Child Support Enforcement  
P.O. Box 8018, 8<sup>th</sup> Floor  
Harrisburg, PA 17105

VIA FAX: 717-787-0297

Dear Sir or Madam:

Please check your records for acknowledgement or claim of paternity for the following child(ren).

	<u>FULL NAME</u>	<u>DATE OF BIRTH</u>	<u>SOCIAL SECURITY #</u>
1.	Little Marie Doe	01/01/1999	123-45-6789

The child(ren)'s alleged father is:

<u>FULL NAME</u>	<u>DATE OF BIRTH</u>	<u>SOCIAL SECURITY #</u>
John James Doe	01/01/1950	

The child(ren)'s mother is:

<u>FULL NAME</u>	<u>DATE OF BIRTH</u>	<u>SOCIAL SECURITY #</u>
Jane Ann Doe	01/01/1952	

Please send the results of your search to the name and address listed below. As a representative of [ ] County Children and Youth, a state-supported agency, I understand there is no fee for this request. Thank you in advance for your assistance.

Please contact me immediately at the following telephone number if there is any problem with this request.

Sincerely,

[Name]  
[Title], \_\_\_\_\_ County

Phone number:  
Fax number:  
Address:

# ATTACHMENT D — DL-503, SAMPLE REQUEST FOR DRIVER INFORMATION

DL-503 (7-15)



## REQUEST FOR DRIVER INFORMATION

DO NOT SEND CASH • SEE REVERSE FOR INSTRUCTIONS

Bureau of Driver Licensing • P.O. Box 68695 • Harrisburg, PA 17106-8695

CHECK (✓) ONE ONLY:

- ☐ BASIC INFORMATION: **\$9.00 FEE** (*Driver history is not included*)
- ☐ 3 YEAR DRIVER RECORD: **\$9.00 FEE**
- ☐ 10 YEAR DRIVER RECORD: **\$9.00 FEE** (*Employment Purposes Only*)

- ☐ FULL HISTORY: **\$9.00 FEE**
- ☐ CERTIFIED DRIVER RECORD: **\$32.00 FEE**
- ☐ COPY OF DOCUMENT FROM FILE (MICROFILM): **\$9.00 FEE**
- ☐ CERTIFIED COPY OF DOCUMENT FROM FILE: **\$32.00 FEE**

You may obtain a copy of your own 3 year or 10 year Driving Record on PennDOT'S website at [www.dmv.pa.gov](http://www.dmv.pa.gov)

<b>A REQUESTER INFORMATION</b> NAME/COMPANY _____ ADDRESS <small>P.O. Box number may be used in addition to the actual address, but cannot be used as the only address.</small> _____ CITY _____ STATE _____ ZIP CODE _____ DAYTIME TELEPHONE NUMBER (REQUIRED) _____ RELATIONSHIP TO DRIVER (REQUIRED) _____ SIGNATURE <u>X</u> _____ NOTARIZATION <u>NOT</u> REQUIRED WHEN REQUESTING YOUR OWN RECORD	<b>B END USER OF INFORMATION BEING REQUESTED</b> NAME/COMPANY _____ ADDRESS <small>(P.O. Box not acceptable), need to provide physical location of business/residence</small> _____ CITY _____ STATE _____ ZIP CODE _____ DAYTIME TELEPHONE NUMBER (REQUIRED) _____ RELATIONSHIP TO DRIVER (REQUIRED) _____
<b>C DRIVER INFORMATION</b> NAME: LAST _____ FIRST _____ INITIAL _____ ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____ PHONE NUMBER _____ DATE OF BIRTH _____ DRIVER NUMBER _____ MONTH _____ DAY _____ YEAR _____	<b>D AFFIDAVIT OF INTENDED USE</b> Intended Use of the Information Requested: <b>CHECK ONLY ONE</b> <input type="checkbox"/> <b>B = Driver Release</b> ( <i>Driver must complete Section E.</i> ) <input type="checkbox"/> <b>C = Credit Business</b> ( <i>Legitimate Business need in connection with a business transaction initiated by the driver.</i> ) <input type="checkbox"/> <b>C = Credit Potential Investor, Server or Current Insurer</b> ( <i>In connection with an assessment of the credit/payment risks associated with an existing credit obligation.</i> ) <input type="checkbox"/> <b>E = Employment</b> ( <i>To support the hiring or the continuation of employment. Driver must complete Section E.</i> ) <input type="checkbox"/> <b>R = Insurance Company</b> requesting record of person it intends to insure, now insures, or has rejected for insurance. <input type="checkbox"/> <b>K = Court Order</b> must be attached. ( <i>A subpoena issued in compliance with Pa. R.C.P. 4009.21 will be accepted in lieu of a court order.</i> ) <input type="checkbox"/> <b>L = Attorney</b> representing driver identified in Section C ( <i>Driver must complete Section E.</i> ) I hereby Certify that _____ PRINTED NAME OF REQUESTER will use the driver record abstract(s) required pursuant to Section 6114 of the Pennsylvania Vehicle Code, for the purpose checked above only and no other reason. This affidavit is filed in compliance with Section 607 of the Fair Credit Reporting Act. I/We have read and signed this form after its completion, and I/We swear or affirm that the statements made herein are true and correct, and that any statement made on or pursuant to this form is subject to the penalties of 18 Pa C.S. Section 4903(a)(2) (relating to false swearing), which shall include punishment of a fine not exceeding \$5,000, or to a term of imprisonment of not more than two years, or both. X _____ SIGNATURE OF REQUESTER Title _____ SUBSCRIBED AND SWORN TO BEFORE ME: _____ MONTH _____ DAY _____ YEAR X _____ SIGNATURE OF PERSON ADMINISTERING OATH SIGN IN PRESENCE OF NOTARY
<b>E DRIVER RELEASE</b> I _____ hereby request NAME OF DRIVER the Department of Transportation to furnish a copy of my PA Driver's Record to _____ NAME OF PERSON/COMPANY X _____ SIGNATURE OF DRIVER DATE _____	<b>F MICROFILM</b> TYPE OF DOCUMENT _____ DATE OF VIOLATION _____ (see list of available documents below) <b>Documents Available:</b> • Citations • Suspension Credit Affidavits • Court Certifications • Suspension/Revocation Letters • Applications • Restoration Letters • License Renewals • Rescind Letters • Judgments • Department Hearing or Exam Notice
<b>MESSANGER NO.</b> _____	<b>NOTARIZATION</b> SEAL SIGN IN PRESENCE OF NOTARY

**INSTRUCTIONS**

1. **To request your own record**, complete Sections A & C only. Notarization is NOT required.
2. **To request a record other than your own**, complete Sections A, C, and D. Section E must contain the driver's signature if block B, E or L is checked in Section D. If the Requester is obtaining the information on behalf of someone else, Section B must also be completed.
3. **PRINT OR TYPE** all requested information on the front of the form. Submitting ONLY a name and address does not provide enough information for a proper search of the driver files.
4. A non-refundable fee is required for each request. If the Bureau has no record for the information requested or the data supplied is insufficient, the fee will be applied to the cost of the search.
5. **If requesting a microfilm copy of a document**, also complete Section F. You must be specific in providing the type and date of the document. If there are several citations on the record, the cost is \$9.00 per citation. You need to provide the date of the violation/action to clearly identify the citation(s) requested.
6. Check the type of record requested at the top of the form and make check or money order payable to "PennDOT."  
**DO NOT SEND CASH.** Attach your check or money order and send to:

BUREAU OF DRIVER LICENSING  
DRIVER RECORD SERVICES  
P.O. BOX 68695  
HARRISBURG, PA 17106-8695

**For overnight and other special mail:**

BUREAU OF DRIVER LICENSING  
DRIVER RECORD SERVICES  
1101 SOUTH FRONT STREET 3RD FLOOR  
HARRISBURG PA 17104-2516

**DESCRIPTION OF INFORMATION AVAILABLE**

BASIC INFORMATION . . . . Includes name, address, driver number, date of birth and class of license.

(\$9.00 fee)

3 YEAR RECORD\* . . . . . Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the past 3 years from the date request is processed.

(\$9.00 fee)

10 YEAR RECORD\* . . . . . Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the past 10 years from the date request is processed. A 10 year record is for employment purposes only.

(\$9.00 fee)

FULL HISTORY . . . . . Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the complete history of the driver on file in Pennsylvania.

(\$9.00 fee)

CERTIFIED RECORD . . . . Includes name, address, driver number, date of birth, class, license status, Departmental actions and violations for the complete history of the driver on file in Pennsylvania certified by the Department.

(\$32.00 fee)

**MICROFILM**

DOCUMENT . . . . . Copies of documents retained by the Department are available for purchase from the microfilm file. You must be specific as to the type of document and the date of the violation/action.

(\$9.00 fee)

**CERTIFIED COPY**

OF DOCUMENT . . . . . Copies of documents from the microfilm file that have been certified by the Department.

(\$32.00 fee)

**IMPORTANT INFORMATION CONCERNING THE USE OF DRIVER INFORMATION**

- Driver record information is confidential and restricted information and the Requestor/End User is responsible for establishing procedures to protect the confidentiality of these records.
- Driver record information can only be used for the purpose stated in Section D.
- Driver record information cannot be sold, assigned, or otherwise transferred to any party, other than the End User.
- PennDOT retains exclusive ownership of all driver record information and the Requestor/End User shall not combine and/or link in with any other data on any database except as may be required by law.
- The driver record information cannot be used for direct mail advertising or any other type or types of mail or mailings.
- The driver record information cannot be disseminated or published on the Internet without the express written permission of PennDOT.
- PennDOT reserves the right to audit each request for driver record information. If the Requestor/End User is found to have requested driver record information for an unauthorized purpose, access to Pennsylvania driver record information will be terminated.

**Visit us at [www.dmv.pa.gov](http://www.dmv.pa.gov) or call us at:**

In state: 1-800-932-4600 ♦ TDD: 1-800-228-0676 ♦ Out-of-State 1-717-412-5300 ♦ TDD Out-of-State: 1-717-412-5380

\* Businesses who obtain driver records for the purpose of employment or insurance are now able to obtain and print these records, in real time, through our enhanced Online Services.

If you are an employer or insurance company/agent and are interested in becoming an authorized Online business user, please visit our website at [www.dmv.pa.gov](http://www.dmv.pa.gov) and click on "Online Business Services" for more information.

## ATTACHMENT E — SAMPLE DRIVER'S LICENSE REQUEST LETTER

**VIA FAX: 717-705-2401**

BUREAU OF DRIVER LICENSING  
DRIVER RECORD SERVICES  
P.O. BOX 68695  
HARRISBURG, PA 17106-8695

Dear Records Supervisor:

Attached please find a Request for Driver Information, Form DL-503. Please send the results of the search to the name and address listed below. As a representative of [County] Department of Human Services, Office of Children and Youth Services, a state-supported agency, I understand there is no fee for this request.

Please contact me immediately if there are any questions or problems with this request. Thank you.

Sincerely,

[Name], [Title]  
Legal Services Department  
[Address]  
[City], PA [Zip Code]  
[Phone number, Fax number]



## ATTACHMENT F — SAMPLE REQUEST FOR CHANGE OF ADDRESS OF BOXHOLDER

### [ON AGENCY LETTERHEAD]

To: **Postmaster**  
[Address]  
VIA FACSIMILE: [xxx-xxx-xxxx]

Agency Control Number: \_\_\_\_\_  
Date: \_\_\_\_\_

### ADDRESS INFORMATION REQUEST

Please furnish this agency with the new address, if available, for the following individual or verify whether or not the address given below is one at which mail for this individual is currently being delivered. If the following address is a post office box, please furnish the street address as recorded on the boxholder's application form.

Name: \_\_\_\_\_  
Last Known Address: \_\_\_\_\_

I certify that the address information for this individual is required for the performance of this agency's official duties. \_\_\_\_\_

(Signature of Agency Official)

(Title)

### FOR POST OFFICE USE ONLY

- ☐ MAIL IS DELIVERED TO ADDRESS GIVEN
- ☐ NOT KNOWN AT ADDRESS GIVEN
- ☐ MOVED, LEFT NO FORWARDING ADDRESS
- ☐ NO SUCH ADDRESS
- ☐ OTHER (SPECIFY): \_\_\_\_\_

NEW ADDRESS

BOXHOLDER'S STREET ADDRESS

\_\_\_\_\_  
Agency return address

\_\_\_\_\_  
Postmark/Date Stamp

## ATTACHMENT G — SAMPLE REQUEST PERTAINING TO MILITARY RECORDS

### INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

**1. General Information.** The Standard Form 180, Request Pertaining to Military Records (SF180) is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available". Include as much of the requested information as you can. Incomplete information may delay response time. To determine where to mail this request see Page 2 of the SF180 for record locations and facility addresses.

Online requests may be submitted to the National Personnel Records Center (NPRC) by a veteran or deceased veteran's next-of-kin using eVetRecs at <http://www.archives.gov/veterans/military-service-records/>.

**2. Personnel Records/Military Human Resource Records/Official Military Personnel File (OMPF) and Medical Records/Service Treatment Records (STR).** Personnel records of military members who were discharged, retired, or died in service **LESS THAN 62 YEARS AGO** and medical records are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DHS, Coast Guard). STRs of persons on active duty are generally kept at the local servicing clinic. After the last day of active duty, STRs should be requested from the appropriate address on page 2 of the SF 180. (See item 3, Archival Records, if the military member was discharged, retired or died in service more than 62 years ago.)

a. **Release of information:** Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations, the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. The authorization signature of the service member or the member's legal guardian is needed in Section III of the SF180. Others requesting information from military personnel records and/or STRs must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, the surviving next-of-kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the general public. The next-of-kin may be any of the following: unremarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters **MUST provide proof of death, such as a copy of a death certificate, newspaper article (obituary) or death notice, coroner's report of death, funeral director's signed statement of death, or verdict of coroner's jury.**

b. **Fees for records:** There is no charge for most services provided to service members or next-of-kin of deceased veterans. A nominal fee is charged for certain types of service. In most instances, service fees cannot be determined in advance. If your request involves a service fee, you will receive an invoice with your records.

**3. Archival Records.** Personnel records of military members who were discharged, retired, or died in service **FOR MORE YEARS AGO** have been transferred to the legal custody of NARA and are referred to as "archival records".

a. **Release of Information:** Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records, therefore, written authorization from the veteran or next-of-kin is not required. In order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (U.S.C. 552 (b) (7)) may still apply and may preclude the release of some information.

b. **Fees for Archival Records:** Access to archival records are granted by fee for copies of the records for a fee (44 U.S.C. 2116 (c)). If a fee applies to the photocopies of documents in the requested record, you will receive an invoice. Photocopies will be sent after payment is made. For more information see <http://www.archives.gov/st-louis/archival-program/individual-personnel-archival/ompf-archival-requests.html>.

**4. Where reply may be sent.** The reply may be sent to the service member or any other address designated by the service member or other authorized requester. If the designated address is NOT registered to the addressee by the U.S. Postal Service (USPS), provide BOTH the addressee's name AND "in care of" (c/o) the name of the person to whom the address is registered. The NAME line in Section III, item 3, on page 1 of the SF 180. The COMPLETE address must be provided, INCLUDING any apartment/suite/unit/office space, etc. number.

**5. Definitions and abbreviations.** DISCHARGED -- individual has no current military status; SERVICE TREATMENT RECORD (STR) -- The chronology of medical, mental health, and dental records of service members during the course of their military career (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.

**6. Service completed before World War I.** National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from [inquire@nara.gov](mailto:inquire@nara.gov) or write to the Code 6 address on page 2 of the SF 180.

#### PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

#### PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per request, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (ISSD), 8601 Adelphi Road, College Park, MD 20740-6001. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE APPROPRIATE ADDRESS LISTED ON PAGE 2 OF THE SF 180.**

## REQUEST PERTAINING TO MILITARY RECORDS

Requests from veterans or deceased veteran's next-of-kin may be submitted online by using eVetRecs at <http://www.archives.gov/veterans/military-service-records/>.  
To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. PLEASE PRINT LEGIBLY OR TYPE BELOW.

### SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much information as possible.)

1. NAME USED DURING SERVICE (last, first, full middle)	2. SOCIAL SECURITY #	3. DATE OF BIRTH	4. PLACE OF BIRTH			
5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that ALL service be shown below.)						
	BRANCH OF SERVICE	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	SERVICE NUMBER (If unknown, write "unknown")
a. ACTIVE						
b. RESERVE						
c. STATE NATIONAL GUARD						
6. IS THIS PERSON DECEASED? <input type="checkbox"/> NO <input type="checkbox"/> YES - <i>MUST provide Date of Death if veteran is deceased:</i> _____						
7. DID THIS PERSON <u>RETIRE</u> FROM MILITARY SERVICE? <input type="checkbox"/> NO <input type="checkbox"/> YES						

### SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

#### 1. CHECK THE ITEM(S) YOU ARE REQUESTING:

☐ **DD Form 214 or equivalent.** Year(s) in which form(s) issued to veteran: \_\_\_\_\_  
This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next-of-kin, or other persons or organizations, if authorized in Section III, below. An UNDELETED DD214 is ordinarily required to determine eligibility for benefits. If you request a DELETED copy, the following items will be blacked out: authority for separation, reason for separation, enlistment eligibility code, separation (SPD/SPN) code, and, for separations after June 30, 1979, character of separation and dates of time lost.  
*An UNDELETED copy will be sent UNLESS YOU SPECIFY A DELETED COPY by checking this box:* ☐ I want a DELETED copy.

☐ **Medical Records** Includes Service Treatment Records, Health (outpatient) and Dental Records. *If HOSPITALIZED (inpatient) the FACILITY NAME and DATE (month and year) for EACH admission MUST be provided:* \_\_\_\_\_

☐ **Other (Specify):** \_\_\_\_\_

2. **PURPOSE:** (Providing information about the purpose of the request is strictly voluntary; however, it may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to carry out the request.)

☐ Benefits (explain) ☐ Employment ☐ VA Loan Programs ☐ Medical ☐ Genealogy ☐ Correction ☐ Personal ☐ Other (explain)

Explain here: \_\_\_\_\_

### SECTION III - RETURN ADDRESS AND SIGNATURE

1. **REQUESTER NAME:** \_\_\_\_\_

2. ☐ I am the MILITARY SERVICE MEMBER OR VETERAN identified in Section I, above. ☐ I am the VETERAN'S LEGAL GUARDIAN (*MUST submit copy of Court Appointment*) or AUTHORIZED REPRESENTATIVE (*MUST submit copy of Authorization Letter or Power of Attorney*) ☐ OTHER

☐ I am the DECEASED VETERAN'S NEXT-OF-KIN (*MUST submit Proof of Death. See item 2a on instruction sheet.*) \_\_\_\_\_  
(Relationship to deceased veteran)

\_\_\_\_\_ (Specify type of Other)

3. **SEND INFORMATION/DOCUMENTS TO:**  
(Please print or type. See item 4 on accompanying instructions.)

Name \_\_\_\_\_  
Street \_\_\_\_\_ Apt. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

4. **AUTHORIZATION SIGNATURE:** I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct and that I authorize the release of the requested information. (See items 2a or 3a on accompanying instruction sheet. Without the Authorization Signature of the veteran, next-of-kin of deceased veteran, veteran's legal guardian, authorized government agent, or other authorized representative, only limited information can be released unless the request is archival. No signature is required if the request is for archival records.)

\* This form is available at <http://www.archives.gov/veterans-military-service-records/standard-form-180.pdf> on the National Archives and Records Administration (NARA) web site. \*

Signature Required - Do not print \_\_\_\_\_ Date \_\_\_\_\_  
( ) ( )  
Daytime phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
Email address \_\_\_\_\_



The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER		
		Personnel Record	Medical or Service Treatment Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 9/30/2004	14	11
	Discharged, deceased, or retired 10/1/2004 – 12/31/2013	1	11
	Discharged, deceased, or retired on or after 1/1/2014	1	13
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, IRR, Retired Reserve in non-pay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	2	13
COAST GUARD	Discharge, deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired 4/1/1998 – 9/30/2006	14	11
	Discharged, deceased, or retired 10/1/2006 – 9/30/2013	3	11
	Discharged, deceased, or retired on or after 10/1/2013	3	14
	Active, Reserve, Individual Ready Reserve or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1895	6	
	Discharged, deceased, or retired 1/1/1895 – 12/31/1904	15	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 12/31/1998	14	11
	Discharged, deceased, or retired 1/1/1999 – 12/31/2013	4	11
	Discharged, deceased, or retired on or after 1/1/2014	4	8
	Individual Ready Reserve	5	
ARMY	Active, Selected Marine Corps Reserve, TDRL	4	
	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	
	Discharged, deceased, or retired 10/16/1992 – 9/30/2002	14	11
	Discharged, deceased, or retired (including TDRL) 10/1/2002 – 12/31/2013	7	11
	Discharged, deceased, or retired (including TDRL) on or after 1/1/2014	7	9
NAVY	Current Soldier (Active, Reserve (including Individual Ready Reserve) or National Guard)	7	
	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired 1/1/1995 – 12/31/2013	10	11
	Discharged, deceased, or retired on or after 1/1/2014	10	8
PHS	Active, Reserve, or TDRL	10	
	Public Health Service - Commissioned Corps officers only	12	

ADDRESS LIST OF CUSTODIANS and SELF-SERVICE WEBSITES (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSIRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Research Services (RDTIR) 700 Pennsylvania Avenue NW Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center ATTN: Release of Information P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center Records Management Branch (DPTSC) 18420 E. Silver Creek Avenue Building 390 MS 68 Buckley AFB, CO 80011	7	US Army Human Resources Command's web page: <a href="https://www.hrc.army.mil/TAGD/Accessing%20or%20Requesting%20Your%20Official%20Military%20Personnel%20File%20Documents">https://www.hrc.army.mil/TAGD/Accessing%20or%20Requesting%20Your%20Official%20Military%20Personnel%20File%20Documents</a> or 1-888-ARMYHRC (1-888-276-9472)	12	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wootton Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, Personnel Service Center (BOPS-C-MR) MS7200 US Coast Guard 2703 Martin Luther King Jr Ave SE Washington, DC 20593-7200 <a href="mailto:MR_CustomerService@uscg.mil">MR_CustomerService@uscg.mil</a>	8	Navy Medicine Records Activity (NMRA) BUMED Detachment St. Louis 4300 Goodfellow Boulevard, Building 103 St. Louis, MO 63120	13	AF STR Processing Center ATTN: Release of Information 3370 Nacogdoches Road, Suite 116 San Antonio, TX 78217
4	Headquarters U.S. Marine Corps Manpower Management Records & Performance (MMRP-10) 2008 Elliot Road Quantico, VA 22134-5030	9	AMEDD Record Processing Center 3370 Nacogdoches Road, Suite 116 San Antonio, TX 78217	14	National Personnel Records Center (Military Personnel Records) 1 Archives Drive St. Louis, MO 63138-1002 eVetRecs: <a href="http://www.archives.gov/veterans/military-service-records/">http://www.archives.gov/veterans/military-service-records/</a>
5	Marine Forces Reserve 2000 Opelousas Avenue New Orleans, LA 70146-5400	10	Navy Personnel Command (PERS-313) 5720 Integrity Drive Millington, TN 38055-3120	15	National Archives at St. Louis P.O. Box 38757 St. Louis, MO 63138

## ATTACHMENT H — G639, FREEDOM OF INFORMATION/PRIVACY ACT REQUEST

[INSERT COUNTY LETTERHEAD]

**Sent via facsimile to (816) 350-5785 and via regular mail and email:** [uscis.foia@uscis.dhs.gov](mailto:uscis.foia@uscis.dhs.gov)

[DATE]

U.S. Citizenship and Immigration Services  
National Records Center, FOIA/PA Office  
P.O. Box 648010  
Lee's Summit, MO 64064-5570

Re: [NAME OF PERSON]

Dear Sir/Madam:

Please find enclosed a request for any and all available information pertaining to the above-named person. We currently have [NAME], a minor, in our care and custody. [NAME] has been named as the [father] of this child. A hearing is scheduled regarding the child and, by law, we are required to serve notice of the hearing to the [father]. Our agency has the following information on the [father]:

Name:  
Country of birth:  
Date of birth:  
Last known address:

Please provide our agency with any available information on this person. Enclosed are a G-639, Freedom of Information/Privacy Act Request, a copy of the birth certificate of the child and a copy of a court order signed by the Honorable [NAME], giving [AGENCY NAME] legal and physical custody of [NAME], a minor, and identifying the subject of this search as the father of the child.

If you need any additional information, please do not hesitate to contact me by phone at [PHONE NUMBER], by facsimile at [FAX NUMBER], by electronic mail at [E-MAIL ADDRESS], or by regular mail at [ADDRESS].

Sincerely,

[NAME]  
[POSITION]  
[AGENCY NAME]

# ATTACHMENT I — NOTICE OF CHILD CUSTODY PROCEEDING FOR INDIAN CHILD

CONFIDENTIAL

## NOTICE OF CHILD CUSTODY PROCEEDING FOR INDIAN CHILD

Attorney or Party without Attorney

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address (Optional): \_\_\_\_\_

Attorney For (If applicable): \_\_\_\_\_

State Bar No. (If applicable): \_\_\_\_\_

XXXX COURT OF [STATE], COUNTY OF: \_\_\_\_\_

Address: \_\_\_\_\_

Branch Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Court Use Only

CASE NAME:

CASE NO.:

### THIS IS A NOTICE OF CHILD CUSTODY PROCEEDING FOR INDIAN CHILD

**TO** *(Check all that apply)*

☐ Parents or legal guardians ☐ Indian custodians ☐ Tribes\* ☐ BIA Regional Director

**THAT** based on the petition, a copy of which is attached to this notice, a child-custody proceeding under the Indian Child Welfare Act (25 U.S.C. §§ 1901 et seq) has been initiated for the following child: *(a separate notice must be filed for each child)*

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_

**FOR the following proceeding:** *(Check all that apply)*

☐ Juvenile ☐ Dependency ☐ Delinquency ☐ Declaration of Freedom from Control of Parent

☐ Adoption ☐ Custody ☐ Guardianship ☐ Termination of Parental Rights

☐ Voluntary relinquishment of child by parent

**WITH potential consequences of this proceeding are:** *(Describe here)* \_\_\_\_\_

**A HEARING WILL BE HELD** on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_ Room: \_\_\_\_\_

Type of Hearing: \_\_\_\_\_

Address and telephone number of court: \_\_\_\_\_

### TRIBES

The child is or may be a member (or the child of a member) of the following Indian Tribes: *(List each)*

\*Notice to the Tribe must be sent to the Tribe's chairman or designated agent for service of ICWA notices.

CASE NAME:

CASE NO.:

Under the Indian Child Welfare Act:

- The parent or Indian custodian has the right to intervene in the proceedings.
- The child's Indian tribe has the right to intervene at any time in a State court proceeding for the foster care placement of or termination of a parental right.
- If the Indian parent(s) or, if applicable, Indian custodian(s) is unable to afford counsel based on a determination of indigency by the court, counsel will be appointed to represent the parent or Indian custodian where authorized by State law.
- The parent, Indian custodian, and Tribe have the right to be granted, upon request, a specific amount of additional time (up to 20 additional days) to prepare for the proceedings due to circumstances of the particular case.
- The parent, Indian custodian, and Tribe have the right to petition the court for transfer of the proceeding to tribal court under 25 U.S.C. 1911, absent objection by either parent: Provided, that such transfer is subject to declination by the tribal court.

#### INFORMATION ON THE CHILD

- a. The child's birth certificate is: \_\_\_\_\_ attached \_\_\_\_\_ unavailable
- b. A copy of the Tribal registration card of \_\_\_\_\_ the child \_\_\_\_\_ the parent is attached
- c. Biological relative information is listed below.

*(Indicate if any information is unknown or does not apply. Do not use the abbreviation "N/A")*

Biological Mother	Biological Father
Name (include maiden, married, and former names or aliases):	Name (include maiden, married, and former names or aliases):
Current address:	Current address:
Former address:	Former address:
Birth date and place:	Birth date and place:
Tribe and location:	Tribe and location:
Tribal membership or enrollment number, if known:	Tribal membership or enrollment number, if known:
If deceased, date and place of death:	If deceased, date and place of death:
Additional information:	Additional information:

CASE NAME:

CASE NO.:

**INFORMATION ON THE CHILD (CONTINUED)**

<b>Mother's Biological Mother (Child's Maternal Grandmother)</b>	<b>Father's Biological Mother (Child's Paternal Grandmother)</b>
Name (include maiden, married, and former names or aliases):	Name (include maiden, married, and former names or aliases):
Current address:	Current address:
Former address:	Former address:
Birth date and place:	Birth date and place:
Tribe and location:	Tribe and location:
Tribal membership or enrollment number, if known:	Tribal membership or enrollment number, if known:
If deceased, date and place of death:	If deceased, date and place of death:
<b>Mother's Biological Father (Child's Maternal Grandfather)</b>	<b>Father's Biological Father (Child's Paternal Grandfather)</b>
Name (include maiden, married, and former names or aliases):	Name (include maiden, married, and former names or aliases):
Current address:	Current address:
Former address:	Former address:
Birth date and place:	Birth date and place:
Tribe and location:	Tribe and location:
Tribal membership or enrollment number, if known:	Tribal membership or enrollment number, if known:
If deceased, date and place of death:	If deceased, date and place of death:



CASE NAME:

CASE NO.:

**INFORMATION ON THE CHILD (CONTINUED)**

<b>Mother's Biological Grandmother (Child's Maternal Great-grandmother)</b>	<b>Mother's Biological Grandmother (Child's Maternal Great-grandmother)</b>
Name (include maiden, married, and former names or aliases):	Name (include maiden, married, and former names or aliases):
Current address:	Current address:
Former address:	Former address:
Birth date and place:	Birth date and place:
Tribe and location:	Tribe and location:
Tribal membership or enrollment number, if known:	Tribal membership or enrollment number, if known:
If deceased, date and place of death:	If deceased, date and place of death:
<b>Mother's Biological Grandfather (Child's Maternal Great-grandfather)</b>	<b>Mother's Biological Grandfather (Child's Maternal Great-grandfather)</b>
Name (include maiden, married, and former names or aliases):	Name (include maiden, married, and former names or aliases):
Current address:	Current address:
Former address:	Former address:
Birth date and place:	Birth date and place:
Tribe and location:	Tribe and location:
Tribal membership or enrollment number, if known:	Tribal membership or enrollment number, if known:
If deceased, date and place of death:	If deceased, date and place of death:

CASE NAME:

CASE NO.:

**INFORMATION ON THE CHILD (CONTINUED)**

<b>Father's Biological Grandmother (Child's Paternal Great-grandmother)</b>	<b>Father's Biological Grandmother (Child's Paternal Great-grandmother)</b>
Name (include maiden, married, and former names or aliases):	Name (include maiden, married, and former names or aliases):
Current address:	Current address:
Former address:	Former address:
Birth date and place:	Birth date and place:
Tribe and location:	Tribe and location:
Tribal membership or enrollment number, if known:	Tribal membership or enrollment number, if known:
If deceased, date and place of death:	If deceased, date and place of death:
<b>Father's Biological Grandfather (Child's Paternal Great-grandfather)</b>	<b>Father's Biological Grandfather (Child's Paternal Great-grandfather)</b>
Name (include maiden, married, and former names or aliases):	Name (include maiden, married, and former names or aliases):
Current address:	Current address:
Former address:	Former address:
Birth date and place:	Birth date and place:
Tribe and location:	Tribe and location:
Tribal membership or enrollment number, if known:	Tribal membership or enrollment number, if known:
If deceased, date and place of death:	If deceased, date and place of death:

CASE NAME:

CASE NO.:

**INFORMATION ON THE CHILD (CONTINUED)**

Indian Custodian Information	Indian Custodian Information
Name (include maiden, married, and former names or aliases):	Name (include maiden, married, and former names or aliases):
Current address:	Current address:
Former address:	Former address:
Birth date and place:	Birth date and place:
Tribe and location:	Tribe and location:
Tribal membership or enrollment number, if known:	Tribal membership or enrollment number, if known:
If deceased, date and place of death:	If deceased, date and place of death:

**INFORMATION ON THE CHILD (CONTINUED)**

(Answer "yes", "no", or "unknown")

- a. Biological father is named on birth certificate \_\_\_\_
- b. Biological father has acknowledged parentage \_\_\_\_
- c. There has been a judicial declaration of parentage \_\_\_\_
- d. There are other alleged fathers \_\_\_\_ (If yes, name here: \_\_\_\_\_)

**PARTIES NOTIFIED**

Relationship to Child	Name	Address	Telephone Number

CASE NAME:

CASE NO.:

**The following optional questions may also be helpful:**

Has the child or any of the child's biological family members ever:

a. Attended an Indian school? \_\_\_\_\_

If so, provide details here: \_\_\_\_\_

b. Received medical treatment at an Indian health clinic or Health Service hospital? \_\_\_\_\_

If so, provide details here: \_\_\_\_\_

c. Lived on federal trust land, on an Indian reservation, or in an Alaska Native village? \_\_\_\_\_

Other relative information (e.g., aunts, uncles, first and second cousins, stepparents)

Name/relationship to child	Current and former address	Birth date and place	Tribe and location

**DECLARATION OF ACCURACY (to be completed by petitioner)**

I am the petitioner. I have given all the information I have about the relatives and, if applicable, the Indian custodian, of the child who is the subject of the child-custody proceeding named on this form. I declare under penalty of perjury that the foregoing and all attachments are true and correct.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DECLARATION OF MAILING (to be completed by social worker)**

I certify that a copy of this notice with a copy of the petition identified on page 1 of this notice was mailed as follows. Each copy was enclosed in an envelope with postage for registered or certified mail, return receipt requested, fully prepaid. The envelopes were addressed to each person, Tribe, or agency as indicated above. Each envelope was sealed and deposited with the U.S. Postal Service at [location] \_\_\_\_\_ on [date] \_\_\_\_\_

Name (printed) \_\_\_\_\_

Title (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

ATTACHMENTS

[END OF FORM]

## ATTACHMENT J — SAMPLE LETTER TO BIA REGIONAL DIRECTOR

[DATE]

ATTN: Eastern Regional Director  
Bureau of Indian Affairs  
545 Marriott Dr., Suite 700  
Nashville, TN 37214

Dear Eastern Regional Director:

I am writing on behalf of [ ] County Children and Youth Services, \_\_\_\_\_, Pennsylvania, regarding the case of \_\_\_\_\_, a child born \_\_\_\_\_, in \_\_\_\_\_. We have received information indicating that the above-named juvenile or one or both of [his/her] parents are possibly members of the [Cherokee Nation] Tribe. The parents are \_\_\_\_\_, DOB \_\_\_\_\_, and \_\_\_\_\_, DOB \_\_\_\_\_ (maiden name, \_\_\_\_\_). The purpose of my letter is to ascertain whether \_\_\_\_\_ is a member of the Tribe or is eligible to be a member by virtue of the membership of one or both of [his/her] parents so that we can comply with the Indian Child Welfare Act.

Please respond to me within 10 days of receipt of this letter with verification or denial that any of the individuals mentioned above are members of the [ ] Tribe.

Respectfully,

\_\_\_\_\_  
[Title], [ ] County Office of Children and Youth Services

cc: [ ] Tribe (if known)

## ATTACHMENT K — SAMPLE JOHN DOE LETTER (Parent)

[DATE]

Mr. \_\_\_\_\_  
[Address]

Dear Mr. \_\_\_\_\_,

I am writing on behalf of [ ] County Children and Youth Social Services Agency. We have received information that you may be the biological father of a child who was born on [Date] with whom the agency has had contact.

If you are the father, you have certain legal rights. In the event that paternity testing is necessary, such procedure is painless and can be done in a geographic location convenient to you.

It is very important tht you contact me at [Phone Number] as soon as possible.

Confidentiality prevents disclosure of the name of the child and the mother in this letter, but when you call to discuss the matter, such information will be provided.

Again, I urge you to contact me immediately.

Sincerely,

[Signature]  
Caseworker

## ATTACHMENT L — SAMPLE RESOURCE PARENT LETTER

[Date]

[Name]

[Street Address]

[City, State, Zip Code]

Dear [Name]:

We currently have a child in our care with the initials of [CHILD'S INITIALS] and whose parents are identified as [FATHER'S NAME] and [MOTHER'S NAME]. The child was born on [DATE].

We recognize that you may not be a member of this child's family or have any knowledge of the child in our care. We apologize if this letter causes any embarrassment for you or your family; however, this search is necessary to comply with legal statutes.

If you acknowledge that you are a family member or other potential resource for this child, please contact me by [INSERT DATE 15 DAYS AFTER DATE OF LETTER]. This letter serves as notice of your opportunity to express interest in becoming an approved caregiver or other resource for this child. If being a full-time caregiver is not an option for you, we would still appreciate a response, especially if you are willing to support the family in other ways (i.e. providing weekend respite care or transportation), or you can provide the names and contact information of other family members or kin who may be able to care for this child. Please note that failure to respond to this letter in a timely manner may result in the child being placed without your input.

Thank you for your time and consideration. I will be happy to answer any further questions you have when you respond. I can be reached at the address above, or at [PHONE NUMBER].

Sincerely,

[NAME]

Caseworker

## ATTACHMENT M — SAMPLE FOSTERING CONNECTIONS LETTER

### Notification for Kinship Caregiver Opportunity

You have been identified as a kinship relation to \_\_\_\_\_, a child who cannot remain in the care of [his/her] parent(s). This letter will serve as notice of your opportunity to express interest in being considered as a placement resource for \_\_\_\_\_. Please take the time to read over the following information so that you may decide whether or not you wish to pursue becoming an approved caregiver for this child. Other options also exist, such as relative visitation and providing support to the family. If you do not pursue your relationship with the child now, and adoption becomes his/her permanency plan, it is possible that you may not be considered by the agency as a placement option at a later date. We will be happy to answer any questions you have about the information provided, but you will need to respond to us by [INSERT DATE] in order to be considered.

Kinship care is the full-time nurturing and protection of a child who is separated from his/her parents and placed in the home of a caregiver who has an existing relationship with the child and/or the child's family. In most cases, a kinship caregiver is a relative of the child by blood or marriage, but kin may also include members of a Tribe or clan, a godparent through a recognized church or someone who has a significant relationship with the child or the family.

When the county agency has legal custody of a child and places the child with a kinship caregiver who is approved as a resource parent to provide foster care for the child, the arrangement is termed "formal kinship care." ("Informal kinship care" occurs when families agree to private arrangements for kin to provide care for a child, and the county agency does **not** take legal custody of the child.)

When the county agency plans to place a child in its custody with a kinship caregiver, the caregiver must meet all of the foster care approval requirements of the foster family care agency, as well as those set forth in Title 55 Pa. Code, Chapter 3700 (relating to Family Foster Care Agency).

Unless you are already an approved resource parent, if you choose to become an approved caregiver for the child, the county agency or a private foster family care agency will complete an assessment of you and your home. If the child who is in the custody of the county agency was placed with you on an emergency basis, in order for the child to remain in your care, resource parent approval must occur **within 60 days**. The county agency or private foster family care agency will assist and guide you through this process. If you are approved as a resource parent, you can receive foster care maintenance payments for the care of the child.

You must meet the following **minimum** foster care requirements set forth in Chapter 3700 in order to become an approved resource parent:

- Be at least 21 years of age;
- Have a medical appraisal performed by a licensed physician to establish that you are physically able to care for the child and are free from communicable disease;
- Complete a criminal background record, including an FBI check and child abuse clearance, to determine the existence of certain criminal offenses and/or history of child abuse;
- Undergo at least two interviews with a caseworker. The purpose of these interviews is to enable the agency to assess the following:
  - your ability to provide care, nurturing, and supervision to the child, and to protect the child from abuse or neglect;
  - your mental and emotional stability;
  - your supportive ties within the community;



- your own relationships;
- your ability to work in partnership with the agency, the child and his/her family; and
- your ability to discipline the child without using physical or corporal means.
- Consent to agency inspection of your house to make sure it meets all of the requirements for foster family residences, including:
  - safety caps on electrical outlets;
  - poisonous materials marked and not accessible to children;
  - an operable portable fire extinguisher;
  - heating devices which have been properly installed and maintained;
  - emergency telephone numbers posted adjacent to the telephones;
  - operable smoke detectors;
  - separate and adequate bedroom space for the child;
  - drinkable well water (if you have a well, it must be tested);
  - an operable heating system; and
  - an operable telephone.
- Supply several references (these may include your family physician, family members, neighbors and other unrelated persons);
- Complete an orientation program for new resource parents;
- Participate in six hours of agency-approved training annually; and
- Cooperate with an annual re-evaluation.

*To be an approved resource parent you must meet all of the above requirements. However, in any case in which a non-safety-related requirement cannot be met, making home approval difficult (a health problem, for instance), our office may request a waiver. A waiver request is possible for any regulatory requirement that would not affect the health, safety, or rights of the child. The agency will then submit the request to the Department of Human Services for approval.*

In some situations, we may conduct an initial home visit and assessment and recommend that the child be placed with you while we complete a full home assessment. If such a placement occurs, you must obtain criminal, FBI and child abuse clearances from the appropriate offices **immediately** upon placement of the child. Our agency will provide you with the necessary forms and direction. *You are eligible for payment of the child's care during this period.*

If these clearances are not returned to you within **60 days** of the initial placement of the child, your home cannot be approved. During this 60 day period, the rest of the home assessment must also be completed. Again, if any portion of the assessment, including training requirements are not completed by the 60<sup>th</sup> day of placement, *your home cannot be approved.*

### **These timetables are important to remember.**

Not all applicants are approved. If you or your home do not meet regulatory requirements at the time of the home assessment, we will notify you that we cannot approve you as a resource parent. If you are not approved as a resource parent, you have the right to appeal the decision to the Department of Human Services. Should this situation arise, we would provide you with notice of your right to appeal. If you are not approved as a resource parent, the child may not be able to remain in your care while in the legal custody of the county agency unless ordered by the court.

If you are not approved and still want to provide care to the child, an option would be to transfer custody of the child to you giving you legal guardianship. Should this occur, financial support and medical coverage may be available either directly from the parents or through the county assistance office, CAO. This would include Temporary Assistance for Needy Families, TANF, benefits. The phone number for the local CAO is \_\_\_\_\_. The CAO worker will assist you in determining what benefits are available. Our agency will remain available to assist you in this process.

If you are approved as a resource parent, you can expect the following to occur:

- You are eligible to receive the same foster care maintenance payment as a non-relative/non-kin resource parent for the care of the child. In addition, a Pennsylvania Medical Assistance Card or HMO membership card may be available to the child to cover medical costs.
- You may work with more than one caseworker. One caseworker may be a coordinator who will meet with you periodically after your home assessment is completed to assist you in understanding your role as a resource parent with our agency and providing you with support services. Another caseworker may work with you, the child and the child's parents towards the short and long-term goals of placement and permanency for the child. You will see one of these workers at least monthly.
- You will be expected to be the primary caregiver to the child and to work with the agency and the child's family around visitation and planning for the child. This expectation includes participation in service plans, ongoing team meetings, and court hearings if requested. You will need to keep the agency aware of all contact between the child and his/her parents. You will care for the child as a parent would, working at all times to nurture and meet his or her developmental needs.

Formal kinship care, as is true for all types of substitute care, is intended to be *temporary*. Out-of-home placement allows the family a reasonable period of time to correct the circumstances that resulted in the placement of the child. The agency has a duty to work toward the most permanent home possible for the child in the most timely manner possible. As a result, the agency conducts **concurrent planning**, a practice that plans for family reunification while at the same time plans for an alternate permanency option. The agency develops a permanency plan as soon as a child is placed in foster care.

Permanency plan options include the following:

- return home;
- adoption;
- placement with a permanent legal custodian;
- placement with a fit and willing relative; and
- another planned placement that is intended to be permanent.

The information provided to you is intended to assist you in making decisions regarding your willingness and ability to provide kinship care or permanency to the child(ren). Should you have further questions, you may contact the caseworker or supervisor listed below.

Kinship Caretaker: \_\_\_\_\_

Caseworker: \_\_\_\_\_

Casework Supervisor: \_\_\_\_\_

Agency Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT N — AFFIDAVIT OF DILIGENT SEARCH SUMMARY

IN THE COURT OF COMMON PLEAS OF [\_\_\_\_\_] COUNTY, PENNSYLVANIA  
ORPHANS COURT DIVISION

NO \_\_\_\_ OF \_\_\_\_

ADOPTION of **[Child Name]**

I, [Name], being duly sworn according to law, do hereby depose and say that:

I am a SWAN Legal Services Initiative paralegal assigned to Children and Youth Services of [\_\_\_\_\_] County in the above-referenced case. I am responsible for making diligent efforts to locate the natural parent(s) of the minor in the above-referenced case for the purpose of [notifying them of the petition to terminate their parental rights].

I found the last known address of [Subject's Name] to be **[Street Address. City, State Zip Code]**. I conducted the above described search during the months of **[Month, Year]** through **[Month, Year]**. Attached hereto as Exhibit A is the Diligent Search Checklist which details my search efforts and the results thereof.

\_\_\_\_\_  
[Name], SWAN LSI Paralegal

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
(Notary Public)

My commission expires:

## **ATTACHMENT O —QUESTIONS CASEWORKERS MAY BE ASKED BY THE JUDGE**

### **DILIGENT SEARCH**

- Has a diligent search, DS, been completed?
- Was an Accurint search completed as part of the DS process?
- Was the father located?
- Were maternal and paternal relatives located?
- Of those who were located, which relatives were contacted or an attempt was made to contact them?
- What was the outcome of that contact?
- Was the family engaged?

### **CHILD PROFILE AND CHILD PREPARATION**

- Was a referral made to SWAN for a Child Profile for this child?
- Was a referral made to SWAN for Child Preparation for this child?

### **FGDM**

- Was an FGDM meeting discussed with the family?
- Was an FGDM meeting scheduled and held?
- Who from the family and agency attended this meeting?
- Was the family engaged during the FGDM?
- Was a plan developed? If so, how is it documented and when will it be reviewed for progress?

