

PROCESS FOR LOCATING ABSENT PARENTS

Get ready to be a detective! The Child Welfare professional should employ the following steps when attempting to locate a child's absent parent:

Step 1 – Talk to People with Whom the Parent May Have Had Contact

- ➔ ***Ask the Other Parent*** – If the Child Welfare professional observes the lack of a parent in the household, the first step should be to ask the custodial parent about the whereabouts of the other parent and his relationship with the child, both past and current. Ask the other parent for the absent parent's name, address and phone number. At the very least, the custodial parent may be able to provide the other parent's social security number or employer.

- ➔ ***Check with Extended Family Members*** – If the custodial parent does not know the absent parent's last address, his extended family members might. The Child Welfare professional should ask the parents, siblings, and grandparents of the absent parent for his last known address.

Step 2 – Check State and Federal Data Bases

- ➔ ***Check Through Public Assistance/Domestic Relations/Social Security*** – If the absent parent is receiving any form of public assistance, this office might be able to provide his last known address.

- ➔ ***Check Federal and State Prison Registries*** – Even if a absent parent's past criminal history is unknown by the Child Welfare professional, a criminal check may yield an address. This check may also find if a parent is incarcerated or on probation or parole.

- ➔ ***Federal Parent Locator Service*** – If a parent is overdue on child support payments, this office may know the parent's last known address.
<http://www.acf.hhs.gov/programs/cse/newhire>

Step 3 – Do an On-Line Search

- ➔ ***On-Line Search for Missing Persons*** – The following sites may be the start for an on-line search for missing persons. Many more sites may be found by typing in "search for missing persons" on your internet browser. Some organizations may charge a nominal fee.

<http://www.whitepages.com/>

<http://www.locateamerica.com/>

<http://www.people-finder.com/>

<http://www.advsearch.com/person.htm>

<http://www.uslocate.com/>

<http://www.aaronspi.com/>

<http://www.amerifind.com/>

<http://people.yahoo.com>

http://www.alphagp.com/missing_persons/index.html

<http://www.google.com>

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Step 4 – Advertise in the Newspaper

- ➔ Lastly, a notice should be placed in the newspaper which was the parent’s last known jurisdiction giving the parent’s name and asking for “information about the last known whereabouts of...” This assures the court that you have made all attempts to find the parent.

Step 5 – Diligent Search

- ➔ The Legal Services Initiative (LSI) has a Diligent Search Packet on line. Each county uses their own procedure to search for parents, but the packet includes sample procedure forms and checklists as well as contact information for offices that have data bases.
 - www.diakon-swan.org – Legal Services Initiative Link

