

# **DILIGENT SEARCH RESOURCE HANDBOOK**

A collaborative effort of:  
Nevada Division of Child and Family Services  
Clark County Department of Family Services  
Washoe County Department of Social Services  
Clark County District Attorney's Office

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## **I. INTRODUCTION**

Diligent search is an ongoing process. In accordance with the Fostering Connections to Success and Increasing Adoptions Act of 2008, The Department of Children and Family Services (DCFS), Clark County Department of Family Services (CCDFS) and Washoe County Department of Social Services (WDSS) staff must exercise due diligence by identifying and notifying grandparents and all other adult relatives within the fifth degree of consanguinity of a child's protective proceedings within 30 days of the removal (including any other adult relative suggested by the parents). For relatives identified after the 30 days, it is mandated that they are contacted no later than 30 days of identification to discuss their interest as a placement option and emotional support for the child(ren).

Diligent Search for extended family members should begin at the earliest stage and should be continuously promoted to establish placement options and/or preserve continuity of relationships and lifelong connections for children and their families.

There are numerous reasons for continuous diligent search, which include the following:

- To ensure child permanency and well-being;
- To contact the non-custodial parent regarding their child;
- To contact and possibly include maternal and paternal relatives and fictive kin in the case planning process;
- To place children in the least-restrictive environment possible; and
- Legal service process (to include notification to parent of Termination of Parental Right hearing)

This handbook was created in order to provide guidance on the diligent search process to all involved in the child welfare system. In many specific search areas there are two types of information available, that which is public record, or information that must be requested through other agencies. In Clark and Washoe County please see the diligent search specialist/unit for more information. For rural DCFS staff, please see your supervisor for more information.

## **II. HOW TO SET UP A DILIGENT SEARCH PROCESS:**

Each agency uses their own procedures to search for parents and relatives, however this handbook is a collection of the various types of search tools available. Attached are sample procedure forms and letters used within Nevada. Additionally, some counties require caseworkers to complete a request sheet before the diligent search unit starts the search. For more information please see the diligent search specialist/unit in your area. In rural Nevada, DCFS requires that caseworkers do diligent search. For more information please see rural DCFS supervisor.

When searching for non custodial parents, putative father, maternal and paternal relatives, adult siblings or fictive kin it is critical that the agency maintain the confidentiality of the family while completing diligent search activities and when necessary obtain release-of information and/or court orders.

**See all ATTACHMENTS**

### **III. WHERE TO SEARCH:**

#### **A. Address, Phone or Post Office:**

##### **Instructions:**

United States Post Office (USPS); send the U.S. Postal Service's "Request for Change of Address Needed for Service of Legal Process" or "Address Information Request" (for approved departments use) form, along with a self-addressed stamped envelope to the Postmaster of the person's last known address. A return receipt and certified mail should be utilized when sending correspondence. Ask at the local post office for such forms. These forms are not located on the website.

- The "Address Information Request" form requires the signature of an official from the child welfare agency.

##### **Phone:**

Customer Service of USPS:

- o 800-ASK-USPS [800-275-8777]

##### **Address:**

Contact the local post office of last known address and request forwarding address information.

##### **Website:**

<http://www.usps.gov/>

- o Provides phone, address, and name listings for across the country.

**See ATTACHMENT D- Search Websites:**

#### **B. Bureau of Child Support Enforcement:**

##### **Instructions:**

Fax or mail a letter requesting information to the appropriate agency:

- o The Nevada State Welfare Division
- o Clark County District Attorney Office
- o Washoe County District Attorney Office

This request must be on agency letterhead. Letter must identify who is requesting what information and for what purpose it will used. Additionally, the letter must include a full disclosure of what information is already known excluding information protected by confidentiality. Clark County Department of Family Services, Clark County District Attorney's office and Washoe County Department of Social Services have direct access to NOMADS, the database in which child support and child welfare case information is contained. Refer to the Diligent Search unit at CCDFS, CCDA office or WCDA office. For rural DCFS staff, please contact your local community Child Support office.

##### **Phone:**

775- 684-0500  
Fax 775 684-0646

**Address:**

State of Nevada Welfare Division  
Bureau of Child Support Enforcement  
1470 East College Parkway  
Carson City, Nevada 89706

**Website:**

<http://welfare.state.nv.us/child.htm>

**Clark County District Attorney Office-Family Support Division**

**Phone:** 702-671-9200

**Address:** 301 Clark Ave.  
Las Vegas, NV 89101

**Website:**

[http://www.co.clark.nv.us/district\\_attorney/FS/index.htm](http://www.co.clark.nv.us/district_attorney/FS/index.htm)

**Washoe County District Attorney Office**

**Phone:** 775-789-7100

**Address:** P.O. Box 30083  
Reno, NV 89520

**Rural Nevada**

Please contact your local community Child Support office.

**C. Criminal Check:**

**Instructions:**

Refer to the Diligent Search Unit or appropriate law enforcement agency in your county/community.

**D. Department of Motor Vehicles:**

**Instructions:**

Submit a letter on agency letterhead or on DMV information request. Check the instructions on the various forms on where to mail or fax the form and letter.

**Address:**

Nevada Department of Motor Vehicles  
555 Wright Way  
Carson City, NV 89711

**Phone:**

Las Vegas 702-486-4368  
Reno/Sparks/Carson City 775-684-4992  
Rural Nevada 1-877—368-7828  
Fax 775-684-4992

**Website:**

<http://www.dmvnv.com>

- Forms available at website:

- IR-001 Application for records service
- IR-002 Application for individual record information

<http://www.usps.gov/moversnet/motor.html>

- Provides website links to other states' Dept. of Motor Vehicles.

### **E. Department of Human Resources Welfare Division:**

#### **Instructions:**

Ask the designated child welfare staff or diligent search unit to check with the Welfare Division records. If someone is receiving benefits, the Welfare Division can provide their address or other available information.

#### **Address:**

Nevada Department Human Services  
Welfare Division  
1470 East College Parkway  
Carson City, Nevada 89706

#### **Phone:**

775-684-0500  
Fax 775-684-0646

#### **Website:**

<http://welfare.state.nv.us/>

For local office contact information please use the following website:

[http://www.welfare.state.nv.us/main/find\\_us.htm](http://www.welfare.state.nv.us/main/find_us.htm)

### **F. Domestic Relations/Social Security:**

#### **Instructions:**

A formal agreement with Social Security office and the child welfare agency is required in order to access information. For more information, speak with agency supervisor or contact the local social security office in your county/community.

### **G. Federal Parent Locator Service:**

#### **Instructions:**

1. Go to the website below and click "Services for Families",
2. Then click on "Child Support", and
3. Then click on "Federal Parent Locator Service".

#### **Website:**

<http://www.acf.hhs.gov/>

### **H. Law Enforcement-Jail/Prison Search:**

#### **Instructions:**

To check criminal background, use the following sources: (For some searches, the request may be made through a law enforcement agency.)

#### **State of Nevada:**

#### **Address:**

Nevada Department of Corrections  
Central Administration  
5500 Snyder Ave. Bldg 17

Carson City, NV 89701  
Southern Administration  
2770 S. Maryland Parkway  
Las Vegas, NV 89109

**Phone:**

Central Administration  
775-887-3284  
Fax 775-687-6715  
Southern Administration  
702-486-6491  
Fax 702-486-6431

**Website:**

Nevada Department of Corrections  
<http://www.doc.nv.gov/facilities/index.php>  
Inmate Records and Information in Nevada  
<http://www.doc.nv.gov/contact/records.php>  
<http://www.doc.nv.gov/ncis/search.php>

**Southern Nevada:**

**Phone:**

Clark County Detention Center (County Jail)  
702-455-4284  
Las Vegas City Jail/Detention Services  
702-229-629  
Henderson Jail/Detention Center  
702-565-3804  
North Las Vegas Jail/Detention Center  
702-633-1400

**Northern Nevada:**

**Phone:**

Washoe County Detention Facility  
775-328-3992 (booking)

**Rural Nevada:**

Please contact your local county/community for detention center information.

**Website:**

Clark County Detention Center Inmate Locator  
[http://www.co.clark.nv.us/detention\\_center/ccdcWelcome.htm](http://www.co.clark.nv.us/detention_center/ccdcWelcome.htm)  
<http://www.inmatesplus.com/>

- Free inmate locator

Federal Bureau of Prisoners:

- [www.bop.gov](http://www.bop.gov) (locates individuals currently incarcerated in the federal prison system)

<http://us.cqww.net>

## **Probation:**

Contact your local state probation office or:  
Nevada State Probation Records office  
702-486-3029

### SEARCH ALL STATES:

<http://www.writeprisoner.com/departmentstate.htm>

- Provides phone numbers and links to websites of State Departments of Corrections.

<http://investigative.on.ca/prison.htm>

- Leads to other states' Department of Corrections.

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

- Conducts a prison search in all

### STATE SPECIFIC:

California State Correctional Facilities

<http://www.cdcr.ca.gov/>

[http://www.criminalusa.com/states/criminalusa\\_california.html](http://www.criminalusa.com/states/criminalusa_california.html)

Arizona Department of Corrections

<http://www.adc.state.az.us/>

Texas Department of Criminal Justice

<http://www.tdcj.state.tx.us/>

New Mexico Corrections Department

<http://corrections.state.nm.us/>

## **See ATTACHMENT E- Institution/Jail List**

## **I. Military:**

### **Instructions:**

If there is reason to believe that the parent is in military, send a letter to the appropriate military agency with a self-addressed return envelope.

### **Address:**

Army:

Commander  
U.S. Army Enlisted Records and Evaluation Center  
Attention: Worldwide Locator  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249-5301

Coast Guard:

Commandant  
U.S. Coast Guard  
2100 Second Street, S.W.  
Washington, DC 20593

Marines:

Commandant of the Marine Corps (MSSB10)  
Headquarters, United States Marine Corps  
2008 Elliot Road, Suite 201



Quantico, VA 22134-5030

**Navy:**

Navy Personnel Command (NPC-312)  
Attention: LCDR David Fisher  
5720 Integrity Drive  
Millington, TN 38055-3120

**Air Force:**

HQ AFPC/MSIMDL  
550 C ST W ST 50  
Randolph AFB, TX 78150-4752

**See ATTACHMENT F- Sample Letter for Military Search**

**J. Newspapers:**

**Instructions:**

To find out when/if a death announcement ran in the newspaper, check with libraries or websites to find past newspapers.

**Website:**

Nevada State Library and Archives

<http://dmla.clan.lib.nv.us/docs/nsla/>

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

- Provides links to national and international newspapers.

**K. Real Estate/Landlords:**

**Instructions:**

Some counties have websites listing the names of property owners. For more information please contact your local county/community assessors office.

**Website:**

Clark County Assessor

<http://sandgate.co.clark.nv.us/cicsAssessor/ownr.htm>

Washoe County Assessor

[http://www.co.washoe.nv.us/assessor/index.htm~color=green&text\\_version=](http://www.co.washoe.nv.us/assessor/index.htm~color=green&text_version=)

**L. Voter Registration:**

**Instructions:**

Call your county's Bureau of Elections. There is no fee for this service. Some counties release the information; some will not. Often voter registration information can be found by searching governmental web site for any given area.

**Phone:**

Clark County

702-455-VOTE (8683)

**Address:**

Clark County Election Center  
965 Trade Drive, Suite A

North Las Vegas, NV 89030-7802

**Website:**

Clark County

<http://www.co.clark.nv.us/election/home.asp>

**M. Immigration:**

**Instructions:**

Mexico

- Mexican Embassy, Las Vegas

o 702-383-0623

For other countries

<http://www.immihelp.com/directory/localoffices.html> - nv

**N. Websites:**

**Instructions:**

Many websites that have multiple links to various sources, there are some distinguished searches by geographical location, topic, legal records, employment or licenses. Use the information contained in the case file with these engines to locate the person. Some search engines require registration and fees. Please see the diligent search specialist/unit in your area.

**See ATTACHMENT D- Search Websites**

**IV. RESULTS: WHAT TO DO WITH THE INFORMATION YOU RECEIVE FROM THE SEARCH:**

**Found an address or phone number:**

Once an address or addresses are located, send a letter or call to see if this is the correct address.

**See ATTACHMENT G- Sample John Doe letter**

**Concluding a search:**

Once a parent is located or all avenues have been exhausted:

- Some counties have the paralegal/diligent search unit fill out a form to report on the findings of the search; and

- Some counties include these forms in the child's file.

**See ATTACHMENT K- Diligent Search Results Form**

**Documentation:**

All search activities must be documented in UNITY to ensure diligent efforts were made in order to contact non-custodial parents, putative fathers, relatives, etc. regarding a child welfare case. Search results must be entered into UNITY by the CPS investigator, diligent search specialist and/or caseworker (rural Nevada). Documentation may occur in the case note section or diligent search documentation window. All diligent search records in UNITY may be read and printed by all caseworkers and supervisors.

### **UNITY Documentation Diligent Search:**

- Unity - Click on the Children
- Click - Clear
- Enter Case Number
- Click - Find
- Highlight Name
- GO
- Diligent Search Tab
- Highlight name-
- If subject is found click on the person found box
- Enter Date Found
- Select Relative in drop down arrow
- Click on Results Button
- Enter results in Pop-Up Box
- Select OK
- Select Save Button

### **Results:**

Once a diligent search has been concluded, it is critical that the information obtained is followed up by contacting persons found. There maybe a need to initiate additional diligent search efforts once more information is obtained regarding a family, however when results are presented, all efforts must be applied in engaging all located persons, when appropriate.

**Please see the following attachments for sample procedures, letters and search information required for search efforts.**

## **IV. ATTACHMENTS:**

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## ATTACHMENT

### SAMPLE DILIGENT SEARCH PROCEDURES:

The first three steps are **minimum expectations**, required by a caseworker prior to completing a form for Diligent Search, in the counties where a unit is available.

1. The caseworker will first check the **agency records** and the **local telephone directory** for contact information.
2. When new or additional information is discovered, **immediately** update the Diligent Search screen in Unity and inform the caseworker, Paralegal or Diligent Search Specialist of the new findings.
3. When the caseworker cannot locate any information, a Diligent Search is necessary. The Diligent Search Request Form **must be** prepared, and given to the Paralegal/Diligent Search Specialist prior to a search being conducted. See your Paralegal/Diligent Search Specialist to obtain a form (see attachment B).
4. Once the Paralegal/ Diligent Search Specialist has the request form, he/she will access many resources in an attempt to locate the subjects/persons, their addresses and phone numbers and make an attempt to contact the necessary subjects/persons.
5. It is often necessary to send correspondence to the subjects/persons of your search. When contacting subjects/persons by mail it is sometimes necessary to document this process by using Certified, Return Receipt mail. (See attachment H and G)
6. Each Agency and/or Department will have it's own form for the Diligent Search process. Information may be gathered from agencies such as: Law Enforcement, Department of Social Security, Department Of Motor Vehicles, Office of the District Attorney and many other resources. Please refer to the preceding pages of this handbook for assistance with Diligent Search resources.
7. Before a Diligent Search is complete, an Affidavit of Diligent Search must be prepared and notarized. Each Agency and/or Department will have it's own Affidavit.

## **ATTACHMENT A-cont.**

### **DILIGENT SEARCH PROCEDURES**

The following attachments are a collection of sample forms, Affidavits, letters and resources used by the various Agencies and/or Departments in the Diligent Search Process. Please ask your Paralegal/Diligent Search Specialist for a list of your required forms. *For specific information regarding services available in your county, please see your agency.*

Much of the information obtained in your search is personal in nature and must be kept confidential and some of the documents are classified and must be disposed of by shredding. Please see your Paralegal/Diligent Search Specialist for your department's procedure on classified material.

## **ATTACHMENT B** **SAMPLE**

### Washoe County Department of Social Services

### Program Assistant Work Request

Date:

Caseworker name:

Case name:

UNITY case #:

Type of request (check all that apply)

- Parent Locator
- Indian Child Welfare Act (ICWA)
- TPR Worksheet
- Case Management
- Paternity

**Indicate if there is a court ordered timeframe:**

Yes  No  **If so, what is your deadline?**      Date:

**When are you available to meet and discuss the work request further?**

**Suggest several dates and times:**





# **ATTACHMENT C**

## **SAMPLE**

### **DILIGENT SEARCH CHECK LIST**

- \_\_\_\_\_ **Department of Motor Vehicles Search**
  
- \_\_\_\_\_ **White Pages (internet/telephone information) Search**
  
- \_\_\_\_\_ **Request for Change of Address from Postmaster General**
  
- \_\_\_\_\_ **Nevada Welfare Division Search**
  
- \_\_\_\_\_ **Law Enforcement/Prison/Jail Search**
  
- \_\_\_\_\_ **Voter Registration Search**
  
- \_\_\_\_\_ **Real Estate Website/Landlords Search**
  
- \_\_\_\_\_ **Federal Parent Locator Service**
  
- \_\_\_\_\_ **Police Criminal Check**
  
- \_\_\_\_\_ **Search Engines Used**

## **ATTACHMENT C cont.** **SAMPLE**

### **Clark County District Attorney's office Checklist for Diligent Search:**

**Case Name:**

\_\_\_\_\_

#### **FOR EACH PARENT/PUTATIVE FATHER**

- SCOPE
- NCIC (only where allowed & applicable)
- NCJIS
- DMV
- Flatrate (flatrateinfo.com            ID:            Password:)
- Directory Assistance (local)
- Nevada Prisons
- Jail (Blackstone)
- Nevada Marriage Records
- Nevada Divorce Records
- County Assessor Records

#### **Current Addresses Found For Each Person:**

##### **Mother:**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

##### **Father:**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **ATTACHMENT D** **SEARCH WEBSITES**

### White Pages

- <http://www.whitepages.com/>
- <http://www.switchboard.com/>
- <http://www.411find.com/>
  - Search by email addresses.
- <http://www.infospace.com/>
- <http://www.mapsonus.com/db/USPS>
  - Locate a post office address.

### International:

- <http://www.infobel.com/>
  - Links to US and International search sites.
  - Provides addresses.

### Paid Searches:

- <http://www accurint.com/>

### Other:

- <http://www.ussearch.com/consumer/index.jsp>
- <http://www.pac-info.com/>
  - Lists many different types of searches by topic and by geographic location.
  - Some searches are free; some are paid- it is identified which are paid searches.
- <http://www.search-shark.com/>
  - Links to many other searches.
- <http://www.knowx.com/>
  - Many kinds of searches, some are for free.
- <http://www.publicrecordfinder.com/>
  - Tips and links to various sources to search.
- <http://www.censusfinder.com/>
  - Surname search. Provides public info.
- <http://www.backgroundcheckgateway.com/>
  - Advertises 'FREE' background checks.
- <http://www.virtualgumshoe.com/>
  - Many types of searches.
- <http://www.searchbug.com/>
  - Links to many various sites.
  - Some by name, address, email, phone number etc.
  - Also links to public records, zip codes, companies etc.
- <http://investigative.on.ca/lookup.htm>

## ATTACHMENT E

### PRISON/INSTITUTIONS LIST

<b>PRISON:</b>	<b>PHONE NUMBER:</b>	<b>FAX NUMBER:</b>
Ely State Prison	775-289-8800	775-289-8800
Nevada State Prison	775-882-8588	775-887-3420
High Desert State Prison	702-879-6789	702-879-6618
Southern Desert Correctional Center	702-879-3800	702-486-3398
Lovelock Correctional Center	775-273-1300	775-273-4277
Northern Nevada Correctional Center	775-882-9203	775-887-9267
Southern Nevada Women's Correctional Center	702-651-8866	702-486-6904
Warm Springs Correctional Center	775-684-3000	775-684-3051

### RESTITUTION CENTER

Northern Nevada Restitution Center	775-688-1140	775-688-1136
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### CONSERVATION CAMPS

Carlin Camp	775-754-6307	775-754-2981
Ely Camp	775-289-8430	775-289-1639
Humboldt Camp	775-623-6530	775-623-6533
Indian Springs Camp	702-879-5475	None
Indian Springs Boot Camp	702-879-5475	None
Pioche Camp	775-962-5125	775-962-5599
Silver Springs Camp	775-577-2662	775-577-0836
Stewart Camp	775-887-9311	775-887-9327
Tonopah Camp	775-482-6700	775-482-3122
Wells Camp	775-478-5120	775-478-5143
Jean Camp	702-874-2509	702-874-1105
Rural Camp Warden	702-874-2520	702-874-1111

## **ATTACHMENT E cont.**

### **Jails**

<b>JAIL:</b>	<b>PHONE NUMBER:</b>	<b>FAX NUMBER:</b>
Clark County Detention Center (County Jail)	702-455-4284	
Las Vegas City Jail/Detention Services	702-229-6299	
Henderson Jail/Detention Center	702-565-3804	
North Las Vegas Jail Detention Center	702-633-1400	
Washoe County Booking	775-328-3992	

## **ATTACHMENT F**

### **SAMPLE LETTER FOR MILITARY SEARCH:**

<< INSERT AGENCY LETTER HEAD>>

<< Insert Military Branch Address>>

Dear Sir/Madam:

Please be advised, I represent (Name of Agency) in regard to a Paternity proceeding. By way of this correspondence I hereby request that you advise me of whether the following individual is presently serving as a member of your branch of service:

Name, SSN & Age:

Last Known Address:

I have enclosed a self-addressed, stamped envelope for your convenience. Thank you for your assistance in this matter. Should you have any questions, please do not hesitate to contact me at ###-###-####.

Sincerely,

NAME  
AGENCY

## **ATTACHMENT G**

### **SAMPLE JOHN DOE LETTER:**

<< INSERT AGENCY LETTER HEAD >>

Mr. J. Doe  
99 S. Cameron Street  
Harrisburg, PA 17105

Dear Mr. Doe:

We presently have a child in our care whose mother identified a person with the name of (JOHNDOE) as the father. The child was born on (DATE).

In an effort to undertake the necessary steps to free the child for adoption, so that a permanent home can be found, we are using every means available to locate the parent and/or relative. This includes the telephone directory or prisoner locator service. We are contacting you and any other persons with the same name.

We recognize you may not be the father of the child or have any knowledge of the child in our care. We apologize if this letter causes any embarrassment. However, this search is necessary in order to comply with legal statutes.

In the event you acknowledge you are the father of this child, please contact me within 15 days of this letter. I can be reached at (YOUR PHONE NUMBER).

Sincerely,

YOUR NAME  
AGENCY NAME

## **ATTACHMENT G cont.**

### **SAMPLE JOHN DOE LETTER:**

<< INSERT AGENCY LETTER HEAD >>

Date

Mr. John Perfect  
777 Safe Place  
Happy Home, Welcomed xoxox

Dear Sir,

We are conducting a search for relatives in regard to a pending case. Please contact me at (000) 000-0000 upon receipt of this letter regarding case number #####.

Thank you

Your Name  
Date

---

John Doe  
Address

Dear Mr. Doe:

Please call me immediately upon receipt of this letter at (775) 337-4451. I need to discuss an URGENT matter with you.

Thank you for your cooperation.

Sincerely,

Approved by,

Name

Case Name- CW – #



## **ATTACHMENT H**

### SAMPLE Termination of Parental Rights Notification



## **OFFICE OF THE DISTRICT ATTORNEY JUVENILE DIVISION**

June 6, 2023

«First\_Name» «Last\_Name»  
«Address\_1»  
«Address\_2»  
«City», «State» «Zip»

Dear «Pre» «Last\_Name»:

I am writing on behalf of «Childrens\_Names», who is currently in the custody of the Clark County Department of Family Services (DFS). The Clark County District Attorney's Office will immediately begin proceedings to terminate parental rights as to «Childrens\_Names».

DFS is attempting to locate «Mothers\_\_Full\_Name\_no\_akas» and «Fathers\_Full\_Name\_no\_akas» in order to provide notice of these proceedings. If you have any information about these individuals' whereabouts, it is important that you contact the assigned Case Manager, «Contact\_case\_worker» or the Supervisor, at (702) «Phone», or that you ask them to contact the agency on their own behalf.

If «Mothers\_\_Full\_Name\_no\_akas» and «Fathers\_Full\_Name\_no\_akas» fail to contact the agency, or fail to appear at the termination of parental rights hearing, the Court will proceed with termination of parental rights. It is therefore extremely important that both parents have the opportunity to appear before the Court in this matter.

Respectfully,

## **ATTACHMENT I**

### **SAMPLE SEARCH AFFIDAVIT-Clark County**

**\*Not necessary in each court jurisdiction. Please see court in your area for requirements.**

STATE OF NEVADA )  
COUNTY OF CLARK, )  
                                  )

**Name, after being duly sworn, and under penalty of perjury, deposes and says:**

- 1. I work in the Diligent Search Project at 701 N. Pecos Road, Las Vegas, Nevada.**
- 2. My duties include locating relatives of children who are in protective custody of the Nevada State Division of Family Services.**
- 3. The name's of XXXXX XXXX and XXXX XXXX were given to me on the 19th day of July 2005 to locate relatives' as necessary parties to an action involving the minor child XXX XXXX.**
- 4. The attached document shows the efforts I made and the results I obtained to locate this parties and it was made at the time indicated in the course of a regularly conducted activity of Due Diligent Office.**

\_\_\_\_\_  
Name, Title

Subscribed and Sworn to before me

On this \_\_\_\_\_ Day of \_\_\_\_\_ 2005

By:

\_\_\_\_\_  
NOTARY PUBLIC

In and for Clark County, Nevada

# **ATTACHMENT J** **Shelter Search Fax Sample**



Diligent Search Project  
Department of Family Services  
Child Protective Services  
701 North Pecos Road, Bldg. K  
Las Vegas, NV 89101-2408  
**Office: (702) 455-1725      Fax: (702) 386-8999**

### FAX COVER SHEET

Date:

TO/AGENCY: NUMBER:	OFFICE PHONE NUMBER:	FAX
1. SHADE TREE	385-0072	385-2337
2. SAFE NEST	877-0133	877-0955
3. SALVATION ARMY	657-0123	657-0445
4. SAFE HOUSE/CAROLYN	451-4203	451-4302

COMMENT: We are attempting to locate xxxx xxxx. If you should see her at your shelter, please have her contact NAME xxx-xxxx, or name of caseworker at 455-xxxx  
Thank you!

.....  
FROM:

PHONE NUMBER: (xxx) xxx-xxxx

FAX NUMBER: (xxx) xxx-xxxx

NUMBER OF PAGES INCLUDING COVER PAGE: \_\_\_\_\_

\*\*\*\*\*

CAUTION: The information contained in this facsimile message is CONFIDENTIAL and intended solely for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any dissemination, distribution, copying, or unauthorized use of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender by telephone, & return the facsimile message to the sender at them above address via the United States Postal Service. DPSS 2407S (11/90) FAX TRANSMITTAL.

# **ATTACHMENT K**

## **Diligent Search Unit Results Form**

**DILIGENT SEARCH REPORT**

**TO:** DFS  
**PHONE:** 455- DILIGENT SEARCH PROJECT **FAX:**  
**FROM:** 701 N. PECOS RD., BLDG. K2  
LAS VEGAS, NV 89101

**NAME** **PHONE** **FAX**

**CASE NAME**

**CHILD(REN)'S NAMES**

**CASE RECEIVED**

**CASE NUMBER**

**SUMMARY OF DILIGENT SEARCH**

**DATE**

**RESOURCE ACCESSED**

### **DILIGENT SEARCH SUBJECT RESULTS**

**SUBJECT OF SEARCH:**

**CASE CLOSED:**

## **ATTACHMENT K cont.**

### **SAMPLE DILIGENT SEARCH RESULTS FORM**

Case Number: \_\_\_\_\_ Caseworker: \_\_\_\_\_

Returned to Caseworker: \_\_\_\_\_ Paralegal: \_\_\_\_\_

Parent: \_\_\_\_\_ Child: \_\_\_\_\_

**Letters sent:**

The Department of Public Welfare –

Bureau of Child Support Enforcement –

Department of Transportation – Bureau of Driver Licensing-

United States Postal Service-

**Prisons:**

County State Prison System – County:

State Prison System – State:

Federal Prison System-

**Telephone Book:**

Internet:

Anywho.com-

Whitepages.com-

People-data.com-

USSearch.com-

LocateAmerica.com-

**Other Information:**

Public Utilities Co such as cable, telephone, electric, water

**Free Online Databases such as:**

- [www.zabasearch.com](http://www.zabasearch.com) (gives address, phone number, DOB)
- [www.reversephonedirectory.com](http://www.reversephonedirectory.com) (gives name, phone number, street address)
- [www.vinelink.com](http://www.vinelink.com) (indicates whether subject of search is an offender in a state)

- [www.integrascan.com](http://www.integrascan.com) (shows current and last known addresses)
- [www.birthdatabase.com](http://www.birthdatabase.com) (helps find/verify a DOB)
- [www.people.yahoo.com](http://www.people.yahoo.com) (locates current addresses and email addresses)
- [www.intelius.com](http://www.intelius.com) (shows names, age, previous cities and relatives)
- [www.usa-people-search.com](http://www.usa-people-search.com) (shows names, ages, and previous cities)
- [www.facebook.com](http://www.facebook.com) and other social network engine searches.