



Foster & Adoptive Care Coalition

FOR EVERY CHILD... A PLACE TO CALL HOME

Diligent Search Checklist

Check as items are completed.

- Review court and social files for names, date of births, social security numbers, and addresses of family members/contact persons.
- Search **Regional Justice Information System** database to verify identity, current/last address and informal record check (criminal history / mug shots), law enforcement reports/incidents.
- Search **Vinelink** database about status of offenders. www.vinelink.com
- Search **Bureau of Prisons** <http://www.bop.gov> to locate an inmate
- Search **Department of Motor Vehicles**. Useful to verify addresses, date of births and social security numbers.
- Search **Department of Revenue** to determine property ownership.
- Child Abuse and Neglect** Screening.
- Search **Child Protective Services** case record system for other siblings in alternative care.
- Search **Income Maintenance** (welfare) as a way to find a current address.
- Search the **Putative Father Registry**.
- Conduct search of public sites (i.e. www.publicrecordsnow.com, www.gumshoe.com, www.ussearch.com, www.whitepages.com) for additional information.
- If a birth or death certificate is needed to gather or confirm information on parents request documents from **Vital Records Department**.