30 Days to Family™ Diligent Search Activities

In a diligent effort to identify and locate a child's adult relatives, 30 Days to Family™ engages in the following activities and searches:

General Individual Locator searches:

- ❖ Public Internet free search engines will bring up a variety of information when a search is conducted for an individual or family name: Google, Bing, Yahoo
    - i. BE ON THE LOOKOUT (BOLO) FOR HIDDEN GEMS when using general internet search engines:
        1. Registries (search MyRegistry.com, theknot.com, BabiesRUs and other common store registries)—great for providing married and maiden names; parents and grandparents
        2. Family Reunion Pages
- ❖ "People Search" sites to locate a specific individual: Pipl.com is the best site we've found for FREE person-specific searching (search by name, email, username, or phone); peekyou.com and phonebooks.com can also be helpful.
- ❖ Contact other county and state agencies or professionals who may have knowledge of the family (previous social service agency workers, law enforcement agencies, probation officers, counselors, Older Youth workers, mental health providers, local hospitals, or medical providers). While many of the individuals will not be able to provide specific information due to confidentiality, some providers may still have contact with the individual and may be able to reach them on your behalf to provide them with your contact information. Others may be able to provide general information that might assist in your search.
    - i. Other community services or organizations to contact include: Labor Unions, Societies or Lodges, Schools (including trade and higher education), Religious Organizations/Places of Worship, Ethnic Organizations, and Immigration and Naturalization Service
- ❖ State and Federal Parent Locator Service (for locating parents)
- ❖ Bureau of Indian Affairs

Social Media:

- ❖ Search of social media websites for individuals or known connections on Facebook, Twitter, LinkedIn, Google+, Pinterest, YouTube, Classmates.com, Tumblr, MySpace, Bebo, and Instagram.
    - i. Social Media BOLO:
        1. Identifying contact information (birthday, phone, email, location, employment, school, etc.)
        2. Photos (especially those with family descriptions, holidays, celebrations, etc). Pay special attention to those tagged in photo and landmarks for location clues
        3. Listed family members and friends
        4. "Likes": Review for location clues

Legal Proceedings/Court Records:

- ❖ State or County Legal Records/Court Filing Database
    - i. Specifically look for child support or divorce proceedings to identify the parents and addresses of any additional siblings not in care
    - ii. Court clerks may provide a last known address for an individual or may direct you to the individual's attorney, who may also be able to pass along a message to the individual that you are trying to contact them
        1. Note: Missouri Case.net is a statewide court database; Illinois records are located by a search of the individual county court database. This means you might have to search several counties for the same individual to gather all information. If a Google search doesn't lead you to the correct database or court website, contact the County Court Clerk and ask for assistance. The court will usually direct you the website or, if the records are not online, inform you where you can go to search records in person.

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Offender/Inmate Information:
- ❖ Offender/Inmate search of Vinelink, Federal Bureau of Prisons, State Department of Corrections, State Highway Patrol, and any local County Sheriff's Office or Police Department. Some states or counties have a separate listing of individuals on probation or parole.
- ❖ United States Immigration and Custom Enforcement detainee database (https://locator.ice.gov)
- ❖ Interstate Compact Offender Tracking System (https://pwp.interstatecompact.org/PWP/)
  - i. If you identify an individual who is incarcerated, contact the facility to set up a visit or phone call with the inmate. These are the easiest family members to contact because you know exactly where they are! Even if the individual is not appropriate for placement, we are always looking for additional information to assist in the search for more family members!
- ❖ State & National Sex Offender Registries

Identifying a Family Address:
- ❖ Address locator and property information: whitepages.com, Blockshopper, city-data.com, and Zillow
- ❖ Search of city or county real estate and personal property tax records through individual county websites (usually located on the County Assessor's site—contact the County Assessor for assistance if a Google search does not yield results).
  - i. Each site is different and some allow searching of individual names; others require the search to include a known address. The address search can be helpful in determining which individuals reside or previously resided at a known address (used as a reverse address search).
    1. St. Louis area examples include:
       a. St. Louis City (real estate http://stlouis-mo.gov/data/address-search/);
       b. St. Louis County (real estate http://revenue.stlouisco.com/IAS/; personal property http://revenue.stlouisco.com/Collection/ppInfo/);
       c. St. Charles County (real estate http://assessor.sccmo.org/assessor/index.php?option=com_assessordb&Itemid=49)
  - ii. An in-person request must be made for *personal property* records in certain municipalities, including St. Louis City
- ❖ Contact other state or county departments for address information: Department of Revenue, Division of Motor Vehicles, Employment Security Office, Recorder of Deeds, Board of Election, County Appraiser, County Collector, etc.
- ❖ Contact local utility companies (gas, electric, cable, phone)—Although utility companies are not always willing to provide information, they may be helpful in providing a previous address of service (especially if the individual has an outstanding balance) or they may provide information on the utility holder of a specific address. If the individual has an active utility service, sometimes a company representative will provide an address for the service.
- ❖ The local post office has a form used to request address information. The form should be sent to the postmaster of the post office serving the individual's last known address.
- ❖ Apartment Complex Leasing Offices or named property owners to request tenant information
- ❖ Farm Subsidy Database (http://farm.ewg.org/index.php)

Professional and/or Business Registration:
- ❖ Many areas have local trade, labor, and professional directories that could provide contact information on an individual. Alternatively, if no contact information is listed, contact the individual or organization compiling the records to request additional information.
  - i. Missouri has a central database: Missouri Division of Professional Registration licensee search (or any registered profession in MO, i.e. nurse, pharmacy tech, real estate agent, tattooist, cosmetologist, etc. http://pr.mo.gov/onlineservices.asp (note: some professions such as attorneys and educators have their own professional registration listings)
- ❖ If the individual is associated with a registered business, state or local business entity searches can also be helpful in identifying the primary business holder's information and a current mailing address.
  - i. Missouri Secretary of State Business Entity Search (for registered MO business) https://www.sos.mo.gov/BusinessEntity/soskb/CSearch.asp?dtm=461145833333333

Utilizing birth and death records to expand a family tree (including obituary and family listings):

❖ Obituary listings search of Google may lead to the records on the following sites: legacy.com, internment.com, tributes.com, wikitree.com, recordsproject.com, local newspaper sites, and the local public library.
  i. St. Louis Public Library http://www.slpl.org/slpl/gateways/article240117800.asp
❖ Cemetery listing search on findagrave.com (we like best) or billiongraves.com. The sites can also reveal other relatives of the individual or other individuals with the same last name also buried in the same cemetery.
❖ US Veteran's Affairs Website Grave Locator: http://gravelocator.cem.va.gov/
❖ Specific family information and genealogy searches (including census records): familysearch.org is free and is the best site we've found; archives.com and ancestry.com are paid but will give limited free information
❖ Archival Research Catalog (can also assist with searching for Native American heritage) http://www.archives.gov/research/arc/how-to-search.html
❖ Birth or Death Records
  i. Missouri Digital Heritage website (www.sos.mo.gov/mdh) birth and death record search
  ii. Request physical documents (birth or death certificate) through the Vital Records Department to verify parental information
❖ Contact a funeral home to request information on who paid for services, a copy of the obituary or program, or a copy of the guest registry.
❖ If the individual belonged to a religious organization, a representative of the organization may also be able to provide similar information. Many long-standing churches may have some records relating to births, deaths, baptisms, and marriages.

Department of Social Services/Juvenile Family Court database & social file review:

❖ Review of state or county electronic data information system and hard copy files to gather information recorded through the family's prior history and involvement
  i. Review previous child abuse & neglect reports for names, DOBs, SSNs, addresses, and phone numbers for family members and other contacts
  ii. Review Income Maintenance or other State Aide/Assistance to find a current address (or an address used for mailing purposes to receive a monthly assistance check) and household composition information
  iii. Review Child Support Information to gather information on non-custodial parent (name, current address, employer, etc.) as well as any other siblings not in care. Information on the custodial parent of any siblings should also be gathered to contact for a potential sibling placement.
❖ Review of hard copy files and all contents. Remember no two files are the same and information can be found in a number of documents.
  i. Look for names and identifying information on individuals who requested involvement, attended family meetings or court hearings, were designated as supports and resources (such as a designated supervisor for parent/child contact). Sometimes a family tree or genogram will be included in the file. Be aware of alternate spellings of names.
  ii. Criminal background checks run on family members/friends usually indicate the reason for a check (i.e. individual requesting involvement in a case).
  iii. Additional paternity information is also usually kept in the legal file. Names of potential fathers and requests for paternity
  iv. Some records may indicate names and phone numbers for emergency contacts for the child or family
  v. Check for previous involvement and service providers

Paid databases: There are numerous paid databases available to assist in searching for family members. If available, these databases should also be utilized.