

Appendix 3A

Checklist: Diligent Search to Identify a Father

Purpose: To assist a county department in determining if a man is identified as a child's father through a legal presumption, evidence of paternity, or judicial adjudication. This form may also assist a county department in determining the identity of a putative father or possible biological father.

Using This Form: This form suggests sources of information a county department may look to when exercising due diligence in identifying the father of a child who is the subject of an abuse, neglect, or dependency proceeding. This form is not intended to be an exhaustive list or a mandatory checklist that a county department must complete.

Suggestions for Use: Document the date an action was taken. Record the father's name (if provided) next to the source of information. Document the name of the individual and agency providing the information.

Child's Name: _____

Interviews

___ / ___ / _____ Mother: _____

Name(s) of Father Provided: _____

___ / ___ / _____ Child: _____

Name(s) of Father Provided: _____

___ / ___ / _____ Household Member(s), Name: _____

Name(s) of Father Provided: _____

___ / ___ / _____ Relative(s), Name: _____

Name(s) of Father Provided: _____

___ / ___ / _____ Friend(s), Name: _____

Name(s) of Father Provided: _____

Documents

Birth Certificate

- Original
- Amended

Source of Birth Certificate:

- Parent
- Vital Records
- Register of Deeds
- Child's Educational Record

Other Documents:

- Affidavit of Parentage (AOP)
- Marriage Certificate
- Court Order Adjudicating Paternity
- Other _____

Name of Father: _____

Mother's Marital Status (at Time of Child's Conception through Birth)

___ / ___ / _____ Child's DOB

___ / ___ / _____ Estimated Date of Conception (280 days before DOB)

Never married Married ___ / ___ / _____

Husband's Name: _____

Divorced ___ / ___ / _____

Child Support Enforcement Agency

___ / ___ / _____ Child Support Enforcement Agency _____

Agency Representative: _____

Father's Name Provided: _____

Court Records

___ / ___ / _____ VCAP (Civil): Case Name: _____

Court and Docket No.: _____

Date of Order: ___ / ___ / _____

Father Named in Order: _____

___ / ___ / _____ ACIS (Criminal): Case Name: _____

Court and Docket No.: _____

Date of Order: ___ / ___ / _____

Father Named in Order: _____