

## CHECKLIST FOR DILIGENT SEARCHES

Person's name: \_\_\_\_\_

Case name: \_\_\_\_\_

| <b>CPS-I, CPS-T, &amp; FOSTER CARE/ADOPTION</b>  |             |                  |
|--|-------------|------------------|
| <b>LOCATION</b>  | <b>DATE</b> | <b>RESULT(S)</b> |
| <b>DMV</b>   |             |                  |
| <b>Child Support (ACTS)</b>  |             |                  |
| <b>Employment Security Commission</b>  |             |                  |
| <b>Social Security (SSI, Disability)</b>   |             |                  |
| <b>Food Stamps</b>   |             |                  |
| <b>IMS (Work First &amp; Medicaid)</b>   |             |                  |
| <b>Register of Deeds</b>   |             |                  |
| <b>Clerk of Superior Court</b>   |             |                  |
| <b>College Records</b>   |             |                  |
| <b>North Carolina Dept Of Corrections</b>  |             |                  |
| <b>Other Dept of Corrections</b><br>< <a href="http://www.corrections.com/links/view_links.asp?Cat=30">&lt;http://www.corrections.com/links/view_links.asp?Cat=30</a> >> |             |                  |
| <b>Federal Bureau of Prisons</b><br><< <a href="http://www.bop.gov/">http://www.bop.gov/</a> >>  |             |                  |
| <b>Sheriff Dept</b><br><b>Local Jails</b><br><i>Check the County of residence web site. Several counties allow searches online.</i>                                      |             |                  |
| <b>National Sex Offender Public Website at</b><br><a href="http://www.nsopr.gov/">http://www.nsopr.gov/</a>  |             |                  |
| <b>One Case</b>  |             |                  |
| <b>Board of Election</b><br><i>Check the County of residence web site. Several counties allow searches online.</i>   |             |                  |

|   |                      |  |
|---|----------------------|--|
| <b>Property Taxes</b><br><i>Check the County of residence web site. Several counties allow searches online</i>  |                      |  |
| <b>Current White Pages</b>  |                      |  |
| <b>Directory Assistance</b>   |                      |  |
| <b>Postmaster</b>   |                      |  |
| <b>Utilities:</b><br>Water<br>Electric<br>Gas/oil   |                      |  |
| <b>Internet</b><br><ul style="list-style-type: none"> <li>Netscape People Finder</li> <li>WhoWhere.com</li> <li>_____</li> </ul>                                |                      |  |
| <b>Wildlife Commission</b><br>Hunting/Fishing License<br><ul style="list-style-type: none"> <li>For NC – Fax request on letterhead to (919) 661-4878</li> </ul> |                      |  |
| <b>CPS INVESTIGATIONS AND TREATMENT ONLY</b>  |                      |  |
| Home visit:<br>8:00 am to 5:00 p.m.<br><br>5:00 p.m. to 12:00 am  | 1)<br>2)<br>1)<br>2) |  |
| Information from: Reporter<br><br>Family<br>Who: _____<br><br>_____<br>Landlord   |                      |  |
| Schools/Day Care where child(ren) last attended.  |                      |  |

*The first six items listed are State System programs available on your computer. If you do not know how to access them, you may ask a SOP to do the search for you.*

When doing searches on the Internet, try to do a global search (not putting a city and/or state). Most Internet searches will allow this.

Completed by: \_\_\_\_\_  
 Social worker's signature

Reviewed by: \_\_\_\_\_  
 Supervisor's signature