

# DILIGENT SEARCH CHECKLIST

## Michigan Department of Health and Human Services

Children's Names		Case Number(s)
Name of Relative	AKA/Alias	
Relative's Date of Birth	Relationship to the Children	
<b>SEARCH CATAGORIES FOR IDENTIFYING AND LOCATING RELATIVES</b>	<b>DATE</b>	<b>RESULTS</b>
<b>Interview Family</b> <input type="checkbox"/> Ask biological parent(s) <input type="checkbox"/> Ask child <input type="checkbox"/> Ask other relatives <input type="checkbox"/> Ask Tribe if child/parent is enrolled or member <input type="checkbox"/> Ask court to order biological parent(s) to provide relative information, when necessary		
<b>Previous Records</b> <input type="checkbox"/> Review current and previous case records <input type="checkbox"/> Ask previous workers/agencies who have worked with family		
<b>DHS Computer Applications</b> <input type="checkbox"/> DHS Service Worker Support Systems (SWSS) <input type="checkbox"/> Client Information Management System (CIMS) <input type="checkbox"/> Bridges <input type="checkbox"/> Infoview		
<b>School</b> <input type="checkbox"/> Child's school/emergency contact		
<b>Department of Community Health/Vital Records</b> <input type="checkbox"/> Birth Record (DHS-261) <input type="checkbox"/> Marriage Record (DHS-262) <input type="checkbox"/> Divorce/Annulment Record (DHS-263) <input type="checkbox"/> Death Record (DHS-264) Email: FIA_Vital_Records@michigan.gov		
<b>DHS Office of Child Support</b> <input type="checkbox"/> Federal Parent Locator Service (FPLS) 866-/281-0031		
<b>Friend of Court (FOC)</b> <input type="checkbox"/> FOC <a href="https://www.misdu.com/secure/">https://www.misdu.com/secure/</a> Starting Points section		
<b>Secretary of State (SOS)</b> <input type="checkbox"/> SOS		

<b>Miscellaneous</b> <input type="checkbox"/> Telephone Book/Directory Assistance <input type="checkbox"/> Certified letter to last known address		
<b>Michigan Absent Parent Protocol Guide</b> <a href="http://courts.michigan.gov/scao/reources/standards/APP.pdf">http://courts.michigan.gov/scao/reources/standards/APP.pdf</a>		
<b>Criminal History Search*</b> <input type="checkbox"/> Federal Bureau of Prisons <a href="http://www.bop.gov">www.bop.gov</a> <input type="checkbox"/> VINELink <a href="http://www.vinelink.com">www.vinelink.com</a> <input type="checkbox"/> Michigan Department of Corrections <a href="http://www.state.mi.us/mdoc/asp/otis2.html">www.state.mi.us/mdoc/asp/otis2.html</a> <input type="checkbox"/> Federal Bureau of Investigation National Sex Offender Registry <a href="http://www.fbi.gov/hq/cid/cac/registry.htm">http://www.fbi.gov/hq/cid/cac/registry.htm</a> <input type="checkbox"/> The Internet Criminal History Access Tool (ICHAT) <a href="http://apps.michigan.gov/ichat/home.aspx">http://apps.michigan.gov/ichat/home.aspx</a>		
<b>Internet Search*</b> <p>The following may provide addresses, phone numbers, email addresses, death records, names of potential relatives, voter registration information, etc.</p> <input type="checkbox"/> US Search <a href="http://www.ussearch.com">www.ussearch.com</a> <input type="checkbox"/> White Pages <a href="http://www.address.com">www.address.com</a> <input type="checkbox"/> Yellow Pages <a href="http://www.yellowpages.com">www.yellowpages.com</a> <input type="checkbox"/> Genealogy <a href="http://www.genealogy.com">www.genealogy.com</a> <input type="checkbox"/> Yahoo <a href="http://www.yahoo.com">www.yahoo.com</a> <input type="checkbox"/> 411 <a href="http://www.411.com">www.411.com</a> <input type="checkbox"/> Any Who <a href="http://www.anywho.com">www.anywho.com</a> <input type="checkbox"/> Accurint <a href="http://www.accurint.com">www.accurint.com</a> <input type="checkbox"/> Lycos <a href="http://www.lycos.com">www.lycos.com</a> <input type="checkbox"/> Black Book Online <a href="http://www.blackbookonline.info">www.blackbookonline.info</a> <input type="checkbox"/> White Pages <a href="http://www.whitepages.com">www.whitepages.com</a>		

<input type="checkbox"/> Switchboard <a href="http://www.switchboard.com">www.switchboard.com</a>  <input type="checkbox"/> Ancestor Hunt <a href="http://www.peoplefinder.com">www.peoplefinder.com</a>  <input type="checkbox"/> Ancestry <a href="http://www.ancestry.com">www.ancestry.com</a>  <input type="checkbox"/> Funeral Net <a href="http://www.funeralnet.com">www.funeralnet.com</a>  <input type="checkbox"/> Obituary Links Page <a href="http://www.obitlinkspage.com">www.obitlinkspage.com</a>  <p>Below are social networking sites that may provide information when looking for birth parents, relatives, and AWOLP youth.</p> <input type="checkbox"/> MySpace <a href="http://www.myspace.com">www.myspace.com</a>  <input type="checkbox"/> FaceBook <a href="http://www.facebook.com">www.facebook.com</a>		
<p>*Some of these searches may have a fee associated with them to obtain the information or to obtain more detailed information.</p>		