

Diligent Search Checklist (to be attached with Affidavit)

(SELECT ONE regarding reason for DS)

Missing parent post-CTS

TPR purposes

Pre-diligent search efforts (must be within **15 business days** of CTS/determination of missing parent - *Reference DS Matrix*). Documents can include, but not limited to:

- FSFN case notes
- CTS staffing form
- Sworn Statement Regarding Identity/Location
- Screenshots of internet search results

Diligent search (initiated within **30 days** of CTS/determination of missing parent OR within **3 days** of FST staffing regarding goal change to adoption).

- Affidavit of Diligent Search
- Supporting documents (in order listed on affidavit)
 - FSFN notes (for each conversation and/or phone call)
 - Copies of mailed letters
 - Copies of mailed certified letters
 - Copies of responses received
 - Screenshots of internet search results
- Recheck jail databases no more than seven (7) days prior to filing

**If checking a county outside of our tri-county area is needed, please ensure the following departments are contacted and documentation is provided: 1) Tax Collector, 2) Housing Development, 3) Supervisor of Elections, 4) Clerk of Court, 5) Code Enforcement, 6) local utilities, and 7) jail. → If full search is outside tri-county, please use appropriate affidavit*

Directions for completing Affidavit of Diligent Search

1. The structure and formatting of the document is locked. Each section that needs attention is listed in CAPS OR in light gray font states "Choose an item" OR in light gray font states "Click here to enter text."
2. ***There should be supporting documentation for each address/website/phone call/conversation listed!***
3. Page 1
 - a. Top of page:
 - i. Enter Child(ren)'s Name and DOB
 - ii. Enter Case Number
 - iii. Enter Affiant's Name (to be completed *once* and will auto-fill throughout entire document)
 - iv. One box offers an item to be chosen – please select the correct one
 - v. Enter Searched Name (*ensure the correct spelling is used and full name is listed*) (to be completed *once* and will auto-fill throughout entire document)
 - vi. Select "parent" or "prospective parent" (delete one not needed) (to be completed *once* and will auto-fill throughout entire document)
 - vii. List child(ren)'s name(s)
 - b. One
 - i. List where name of parent was identified (such as shelter order, name of person)
 - c. Two-Three
 - i. Select if virtual/FTF contact has been made (attach dates/methods on separate sheet if needed/wanted)
 - d. Four
 - i. Check appropriate box and follow directions in parenthesis
 - e. Five (*only complete if you have an address*)
 - i. Example of local directory website – White Pages
 - f. Six-Seven (*only complete if you have an address*)
 - i. Enter referenced Address(es), Name(s) and Date(s) (City Name/Address to be completed *once* and will auto-fill throughout entire document)
 - g. Eight
 - i. List source for found relatives (if any found)
4. Page 2 (tables)
 - a. Type of Relative can be changed
 - b. Enter info into associated boxes
5. Page 3-8
 - a. Ensure dates listed for each address match what is listed on copy of the letter

- i. Date listed for first letter will auto-fill throughout entire document for all letters that are part of mail merge
 - b. Delete section of sentence not needed regarding response, and enter info as needed
 - c. Ensure dates listed for each website match what is listed on screenshot
 - d. Sentences that start with “[DELETE IF NOT NEEDED]” are for additional business contacted – please delete if no other places contacted
6. Page 8
- a. Complete table listing any certified letters that were mailed, the results and where the source of the address was (i.e. Accurint, Google, Tax Collector)