

TRANSMITTAL FOR PARENT LOCATOR SERVICE SEARCH

This transmittal form is a request for access to the Federal and State Parent Locator Services (FPLS and SPLS, respectively) to search for/locate information contained in the FPLS and SPLS regarding the absent parent identified below who is or may be the parent of the child named below and for additional support information if available on CSMS. This request is being made by a person authorized to make such a request and such request is being made for the express purpose of locating such parent for child welfare permanency purposes pursuant to Title IV-B or Title IV-E of the federal Social Security Act.

CHILD WELFARE REQUEST FOR INFORMATION

Child(ren) Information

Case Number: _____ Child's Name: _____
(Last Name) (First Name) (Middle)

Additional Child(ren) on Case:

(Last Name) (First Name) (Middle) (Last Name) (First Name) (Middle)

(Last Name) (First Name) (Middle) (Last Name) (First Name) (Middle)

Absent Parent Information

(Last Name) (First Name) (Middle)

Social Security Number: □□□-□□-□□□□* Date of Birth: □□/□□/□□□□

**The following absent parent information is required only if the Social Security number of the absent parent is unknown:*

Absent Parent's Father's Name: _____
(Last Name) (First Name) (Middle)

Absent Parent's Mother's Maiden Name: _____
(Last Name) (First Name) (Middle)

Absent Parent's City of Birth: _____ Absent Parent's State of Birth: _____

I hereby certify that this request is being made exclusively for the authorized purpose of locating the foregoing parent for child welfare permanency planning purposes and that any information obtained through the SPLS and FPLS shall be treated as confidential and shall be safeguarded. Such information may only be re-disclosed when authorized by both federal and state law.

Child Welfare/DRS Worker: _____
Signature Date

Worker Name, Telephone Number

Agency Name and Address

CSEU RESPONSE TO REQUEST

A search of appropriate records was conducted through the FPLS and SPLS to determine the whereabouts of the person identified above and CSMS was searched for financial information regarding the absent parent.

- Information may not be disclosed due to a safety concern and, under such circumstances, may only be disclosed to a court or to an agent of the court.
- No address and/or employment information was obtained or is otherwise available in CSMS for the absent parent.
- Address and/or employment information was obtained. The information is on the attached page(s).
- Financial information is available and the information is on the attached page(s).

CSEU Worker: _____
Signature Date

Worker Name, Telephone Number

Agency Name and Address