

✓ **Affidavit of Diligent Search Checklist  
for Compliance with FS 39.503**

**The diligent search required by FS 39.503 must include, at a minimum, inquiries of all relatives of the parent or prospective parent made known to the petitioner, inquiries of all offices of program areas of the department likely to have information about the parent or prospective parent, inquiries of other state and federal agencies likely to have information about the parent or prospective parent, inquiries of appropriate utility and postal providers, and inquiries of appropriate law enforcement agencies. Pursuant to s. 453 of the Social Security Act, 42 U.S.C. s. 653(c)(4), the department, as the state agency administering Titles IV-B and IV-E of the act, shall be provided access to the federal and state parent locator service for diligent search activities.**

\_\_\_\_\_ 1. Per FS 39.503 (6), have **all relatives and associates** been contacted by phone or by mail? There are many relatives and associates known to the Department. Additionally, Accurint reports provide first, second, and third degree relatives' names, addresses and phone numbers. Furthermore, associates who have ever shared an address with the missing parent, are provided by Accurint Reports. If phone numbers are not provided with Accurint, they are often located at www.whitepages.com. Affidavit must contain a detailed summary of the results of all contacts made.

**Information from MATERNAL RELATIVES: (Insert/ delete more rows, if needed)**

<b>Type of Relative to Child(ren)</b>	<b>Name</b>	<b>Address/Phone</b>	<b>Information Received as to Missing Parent's Whereabouts</b>
Grandmother			
Grandfather			
Aunt			
Uncle			
Brother			
Brother			
Sister			
Sister			
Cousin			
Friend/Associate			
Friend/Associate			
Friend/Associate			
Friend/Associate			

**Information from PATERNAL RELATIVES: (Insert/ delete more rows, if needed)**

Type of Relative to Child(ren)	Name	Address/Phone	Information Received as to Missing Parent's Whereabouts
Grandmother			
Grandfather			
Aunt			
Uncle			
Brother			
Brother			
Sister			
Sister			
Cousin			
Friend/Associate			
Friend/Associate			
Friend/Associate			
Friend/Associate			

\_\_\_\_ 2. Has employer or previous employer(s) been contacted by phone or by mail. Addresses and phone numbers for previous employers are also readily available at [www.bigbook.com](http://www.bigbook.com) and other phone book look-ups.

\_\_\_\_ 3. Have former neighbors been contacted? Accurant reports provide name, address, and phone number information for all neighbors.

\_\_\_\_ 4. Has Diligent Search Analyst contacted Bookings at the local jail(s)? If applicable, have out-of-state jails been contacted?

\_\_\_\_ 5. Has an FDLE report been run?

\_\_\_\_ 6. Have on-line courthouse records been checked? If Diligent Search Analyst does not have access to CCIS, [www.flclerks.com](http://www.flclerks.com) should be checked. Additionally, out-of-state court clerk sites should be checked, if applicable ([www.statelocalgov.net](http://www.statelocalgov.net)).

\_\_\_\_ 7. Have all Sheriff's Websites been checked ([www.marionso.com](http://www.marionso.com), [www.hernandosheriff.org](http://www.hernandosheriff.org), [www.sheriffcitrus.org](http://www.sheriffcitrus.org), [www.sumterclerk.com](http://www.sumterclerk.com), [www.lakecountyclerk.org/online\\_court-records.asp](http://www.lakecountyclerk.org/online_court-records.asp)).

\_\_\_\_ 8. Have all inmate locators been researched ([www.vinelink.com](http://www.vinelink.com), [www.dc.state.fl.us](http://www.dc.state.fl.us), [www.bop.gov](http://www.bop.gov), [www.inmatesplus.com](http://www.inmatesplus.com), [www.fdle.state.fl.us](http://www.fdle.state.fl.us))?

\_\_\_\_ 9. Per FS 39.605 (6), has the person completing the Affidavit made inquiries of all offices of program areas of the Department likely to have information about the parent or prospective parent?

\_\_\_\_ 10. Has the person completing the Affidavit researched the missing

parent in HomeSafenet ?

\_\_\_\_\_ 11. Has Accurint Report been run? If no current locate information was provided at the time the initial report was run, was a second attempt made ? New data is continuously fed into this database.

\_\_\_\_\_ 12. Has the Diligent Search Analyst checked locate information on Internet people finder sites (i.e., www.zabasearch.com, www.melissadata.com, www.intelius.com, etc.)?

\_\_\_\_\_ 13. Has Diligent Search Analyst faxed a request to the Parent Locator Service in Jacksonville? Repeated attempts are also required, as this database is updated continuously.

\_\_\_\_\_ 14. Have all responses been received from the mail merge letters that must go out to all agencies and businesses as detailed below: FS 39.503(6) directs the Department to contact the below-listed agencies. If there is information that indicates that the parent or prospective parent may be located outside the state of Florida, then the Diligent Search Analyst must contact agencies and utility providers in the other state. Information on out-of-state agencies is readily available on the web.

(Drivers License Bureau, local hospitals, local walk-in clinics, local electric company, local water/sewer company, local cable company, local law enforcement agencies, local health department, circuit court criminal records, county tax collector, housing authority, Department of Voter Registration, local post office, One-Stop Career Center).

Responses to mail-merge letters typically take two weeks to come in. Additionally, a reply form, postage-paid, self-addressed envelope and a copy of the Statutory Authority Release of Information to the Department must be attached to mail-merge letters to assure that responses are received expeditiously. Sufficient time must be given for responses to be received.

\_\_\_\_\_ 15. If applicable, have appropriate military branches been contacted?

\_\_\_\_\_ 16. Per FS 63.054, has Certified Copy of a Diligent Search of the Florida Putative Father Registry been received, filed with the Court, and incorporated into the Affidavit of Diligent Search? A separate Certified Copy of a Diligent Search from the Registry must be filed as to each child. Out of state Putative Father Registries must be searched as well.

\_\_\_\_\_ 17. A Notice of Related Cases must be filed with the Court on all cases, pursuant to Fla. R. Jud. Admin. 2.085(d). Has Diligent Search Analyst reviewed the Notice of Related Cases, which often provides detailed information on previous and pending court cases?

\_\_\_\_\_ 18. Has Diligent Search Analyst reviewed the UCCJEA to check prior address information for the children which may provide locate tips.

\_\_\_\_\_ 19. Has the Diligent Search Analyst carefully proofread the Affidavit prior to submitting to CWLS?

\_\_\_\_ 20. Per FS 39.502(9), is the Diligent Search Analyst aware that efforts to locate the missing parent must continue until excused from further search efforts by the Court?

\_\_\_\_ 21. Is Diligent Search Analyst fully aware that the Department's operating procedure (HRSOP 175-22) requires that diligent searches must be current within the past six months? If the six month period has expired, the diligent search must be re-done.

\_\_\_\_ 22. Is Diligent Search Analyst fully aware that unless all of the above has been complied with that the Affidavit may not be legally sufficient and should not be filed with the Court?

\_\_\_\_ 23. Is Diligent Search Analyst fully aware that any defects in the diligent search or in the Affidavit may result in an order terminating parental rights to be set aside, resulting in serious consequences for the child(ren) and the Department?

\_\_\_\_ 24. If the child has a Guardian Ad Litem, have you checked with the Guardian Ad Litem to determine if the Guardian has knowledge of missing parent's whereabouts?

\_\_\_\_\_  
Signature of Diligent Search Analyst

\_\_\_\_\_  
Date