

## 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> < <a href="http://www.corrections.com/links/viewlinks.asp?Cat=30">&lt;http://www.corrections.com/links/viewlinks.asp?Cat=30&gt;&gt;</a> >		
<b>Federal Bureau of Prisons</b> < < <a href="http://www.bop.gov/">http://www.bop.gov/</a> >>		
<b>Sheriff Dept Local Jails</b> <i>Check the County of residence web site. Several counties allow searches online.</i>		
<b>One Case</b>		
<b>Board of Election</b> <i>Check the County of residence web site. Several counties allow searches online.</i>		

<b>Property Taxes</b> <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> Water Electric Gas/oil		
<b>Internet</b> • Netscape People Finder • WhoWhere.com • _____		
<b>Wildlife Commission</b> Hunting/Fishing License • For NC – Fax request on letterhead to (919) 661-4878		
<b>CPS INVESTIGATIONS AND TREATMENT ONLY</b>		
Home visit: 8:00 am to 5:00 p.m.	1) 2)	
5:00 p.m. to 12:00 am	1) 2)	
Information from: Reporter  Family Who: _____  _____ 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