



**CONFIDENTIAL**

<<Recipient>>

Comment [d1]: User entered

Dear Sir/Madam:

We are conducting a diligent search on the individual named below. Please supply us with any information you may have on this person, pursuant to Chapter 39, Section 503, Florida Statutes. Florida law requires the Department to investigate any and all leads obtained on the whereabouts of this individual. This information is necessary for forthcoming court proceedings. Please complete the attached form and return it in the enclosed, postage paid envelope or contact me at ( ) - .

Comment [d2]: User entered

Name:

DOB:

Last Known Address:

Comment [d3]: User entered

Please note that any information you provide us is privileged and confidential. Thank you for your assistance in this important matter. A postage-paid envelope is enclosed for your convenience.

Sincerely,

Diligent Search Analyst



**DILIGENT SEARCH ON** \_\_\_\_\_  
**Dependency Case No.:** \_\_\_\_\_

**Comment [d4]:** User entered  
**Comment [d5]:** User entered

\_\_\_ I have no record of the above name individual.

\_\_\_ I have the following information on the above named individual. If checked, complete section below.

According to our records, the above name individual may be currently residing at the address shown below:

Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Any other information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of person completing this form

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**STATUTORY AUTHORITY FOR RELEASE OF INFORMATION  
TO THE DEPARTMENT OF CHILDREN & FAMILIES**

**39.0014 RESPONSIBILITIES OF PUBLIC AGENCIES.—ALL STATE, COUNTY, AND LOCAL AGENCIES SHALL COOPERATE, ASSIST, AND PROVIDE INFORMATION TO THE DEPARTMENT AS WILL ENABLE IT TO FULFILL ITS RESPONSIBILITIES UNDER THIS CHAPTER.**

**39.503 IDENTITY OR LOCATION OF PARENT UNKNOWN; SPECIAL PROCEDURES.—**

**(6) THE DILIGENT SEARCH REQUIRED BY SUBSECTION (5) MUST INCLUDE, AT 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.**

**(7) ANY AGENCY CONTACTED BY A PETITIONER WITH A REQUEST FOR INFORMATION PURSUANT TO SUBSECTION (6) SHALL RELEASE THE REQUESTED INFORMATION TO THE PETITIONER WITHOUT THE NECESSITY OF A SUBPOENA OR COURT ORDER.**

**39.803 IDENTITY OR LOCATION OF PARENT UNKNOWN AFTER FILING OF TERMINATION OF PARENTAL RIGHTS PETITION; SPECIAL PROCEDURES.—**

**(6) THE DILIGENT SEARCH REQUIRED BY SUBSECTION (5) MUST INCLUDE, AT A MINIMUM, INQUIRIES OF ALL KNOWN RELATIVES OF THE PARENT OR PROSPECTIVE PARENT, 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.**

**(7) ANY AGENCY CONTACTED BY PETITIONER WITH A REQUEST FOR INFORMATION PURSUANT TO SUBSECTION (6) SHALL RELEASE THE REQUEST INFORMATION TO THE PETITIONER WITHOUT THE NECESSITY OF A SUBPOENA OR COURT ORDER.**