Unable to Locate (UTL) Checklist

☐ Contact the reporter, identified parents, the child, and any known relatives (or any collateral listed in the report) to request information.

☐ Contact appropriate local Division of County Operations staff and request research of the AASIS, CURAM and ANSWER systems and other files to obtain another address (call all numbers, go to all addresses listed).

☐ Do associated benefits (such as a PCP) have contact information for the family?

☐ Conduct Lexis Nexis search to attempt to locate the family (call all numbers, go to the addresses listed).

☐ Conduct a CHRIS history search: Is there previous history with contact information? Collaterals who could be contacted? Recent investigation/DR with new information?

☐ Search: Familytreenow.com

☐ Ask the local, county, and state law enforcement agencies to check their records for information that may locate the child and family.

☐ Contact the local post office, utility companies, and schools to request a check of their records.

☐ Send a certified letter to the location given by the reporter, if attempts to locate the child have failed (allow time for letter to return or for client's response)

☐ Conduct a county personal property tax search (using client’s name) to obtain address OR using the address to find a potential client’s name linked to that address

☐ Request motor vehicle records (fax 501-682-2075 using department letterhead with as much information as possible explaining that the individual is subject to a current child maltreatment assessment with DCFS)

☐ Search local jail, Arkansas Department of corrections, etc for inmate information (which has address on drivers license/on record with Law enforcement) (vinelink.com)

☐ AOC Public Court Connect: https://caseinfo.aoc.arkansas.gov/cconnect/PROD/public/ck_public_qry_main. cp_main_idx

☐ Search social media (do not post any information, questions, etc.)

☐ Complete a search at: www.truepeoplesearch.com

☐ Conduct an internet search on www.anywho.com; www.smartpages.com; www.switchboard.com; www.google.com