

Request for Information from the Federal Parent Locator Service

Please read the information on this page and the next before filling out this form.

The Federal Parent Locator Service (FPLS) is operated by the United States Department of Health and Human Services. FPLS gets information from several different federal government sources. The Division of Child Support (DCS) submits requests for information regarding the location of a parent or child to FPLS. FPLS submissions take approximately 90 days to process. FPLS requests may be processed for paternity establishment, support establishment and enforcement. FPLS requests may also be processed for purposes of custody and visitation establishment or enforcement. **Please keep in mind your purpose and the type of access as you read the following information.**

REQUEST BY INDIVIDUAL

If you are:

- an obligee
- a custodial parent
- legal guardian
- agent of a child, or
- an attorney for any of these people

and you are trying to establish paternity or establish, modify or enforce a support order for that child, you may ask DCS to submit a request to FPLS. Your request must be in writing and must include all the information on the request form. However, if you do not know the social security number of the person you wish to find, DCS will try to find the number before submitting the request to FPLS.

The information that FPLS will find for you, if available, is:

- the other parent's address and verification of social security number;
- the name, address and federal identification number of the other parent's employer; and
- the other parent's earnings and other employment benefits.

Any information FPLS finds can be used only for the purposes of establishing paternity or for establishing, modifying or enforcing a child support obligation. This information can be used **only** for these reasons. This information **must** be kept confidential.

The information will not be available to you if the child is receiving public assistance.

If you make a request and we find out that your case involves domestic violence or child abuse, we will not submit the request to FPLS. However, you can ask a court to submit the request for you. The court will decide whether to release the information to you.

REQUEST BY COURT

If you are a judge or agent of a court, you may ask FPLS to find information for purposes of establishment of paternity or support and/or enforcement of support. Your request must be in writing and must include all the information on the request form. However, if you do not know the social security number of the person the original requestor wishes to find, DCS will try to find the number before submitting the request to FPLS.

The information that FPLS will find for you, if available, is:

- the parent's address and verification of social security number;
- the name, address and federal identification number of the parent's employer; and
- the parent's earnings and other employment benefits.

As a judge or agent of a court, you may also request FPLS find information for purposes of custody and visitation establishment or enforcement.

The information that FPLS will find for you, if available, is:

- the most recent address of the parent or child; and

- the place of employment of the parent or child.

Besides the information above, the response will include information regarding the results of DCS' review of records of domestic violence and child abuse.

REQUEST BY STATE OR FEDERAL AGENCY, INCLUDING LAW ENFORCEMENT, THE MISSING CHILDREN'S CLEARINGHOUSE AND COUNTY DISTRICT ATTORNEY STAFF

If you are an authorized representative of a state or federal agency which is responsible for enforcement of:

- custody and visitation orders, or
- laws regarding the unlawful taking or restraint of a child

you may submit a request for FPLS information for those purposes. Your request must be in writing and must include all the information on the request form. However, if you do not know the social security number of the person you wish to find, DCS will attempt to find the number before submitting the request to FPLS.

The information that FPLS will find for you, if available, is:

- the most recent address of the parent or child; and
- the place of employment of the parent or child.

REQUEST BY STATE CHILD WELFARE AGENCY

If you are an authorized representative of a state child welfare agency funded by title IV-E or IV-B, you may request FPLS information for finding an individual who has or may have parental rights to a child. You may also request FPLS information to find a relative, if the information is necessary to carry out your responsibilities under your program rights to a child. Your request must be in writing and must include all the information on the request form. However, if you do not know the social security number of the person you wish to find, DCS will attempt to find the number before submitting the request to FPLS.

The information that FPLS will find for you, if available, is:

- the individual's address and verification of social security number;
- the name, address and federal identification number of the individual's employer; and
- the individual's earnings and other employment benefits
- about a parent or someone who may have parental rights

**Complete this form and return it to: Division of Child Support/FPLS Contact
4600 25th Ave. NE, Ste. 180, Salem, OR 97301**

Request for Information from the Federal Parent Locator Service

Please read the information on the first two pages before filling out this form.

I am asking the Division of Child Support to submit a request for information from FPLS to find the following **parent or alleged parent**:

_____	_____	_____
Last Name	First Name	Middle Name
_____	_____	_____
Social Security Number (if known)	Date of Birth (DOB)	If DOB unknown, approximate DOB

The person named above is the **parent or alleged parent** of the following **child(ren)**, **OR**
I am asking the Division of Child Support to submit a request for information from FPLS to find the following **child(ren)**:

Name	Social Security #	Date of Birth
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

The person I am looking for may be or was a member of the armed services. Explain: _____

The person I am looking for may be receiving federal benefits of some type. Explain: _____

REQUEST BY INDIVIDUAL

I am the (*check appropriate box*):

- Custodial Parent or Oblige
- Legal Guardian
- Agent/Attorney for Child
- Other:

The child is is not receiving TANF (cash assistance)

I need to find this person for the reason(s) marked below:

- Paternity establishment
- Child support order establishment, enforcement or modification

I certify that the information I obtain is to be kept strictly confidential. Any information will be used only for the reason(s) I marked above.

Information about the individual making the request or on whose behalf request is made:

_____	_____	_____
Last Name	First Name	Middle Name
_____	_____	
Social Security Number	Date of Birth	

REQUEST BY COURT

I am a judge or agent of the _____ Court and need to find this individual for the reason(s) checked below:

- Paternity establishment
- Child support order establishment, enforcement or modification
- Child custody and/or visitation establishment, enforcement or modification
- Enforcement of laws regarding unlawful taking or restraint of a child

REQUEST BY STATE OR FEDERAL AGENCY RESPONSIBLE FOR THE ENFORCEMENT OF LAWS REGARDING THE UNLAWFUL TAKING OR RESTRAINT OF A CHILD

I am a:

- Member of Law Enforcement, Agency & Report/Warrant #: _____
- Authorized Representative of the Missing Children's Clearinghouse
- Member of the County District Attorney staff; County _____ State _____
- Other _____

and need to find this person for the reason(s) marked below:

- Paternity establishment
- Child support order establishment, enforcement or modification

REQUEST BY STATE CHILD WELFARE AGENCY

I am an authorized representative of the child welfare agency of the State of _____ and need to find an individual, who may have parental rights to a child a relative who may have information to find an individual who may have parental rights to a child. I am asking the Division of Child Support to submit a request for information from FPLS to find the following **parent, alleged parent or relative:**

_____	_____	_____
Last Name	First Name	Middle Name
_____	_____	_____
Social Security Number <i>(if known)</i>	Date of Birth (DOB)	If DOB unknown, approximate DOB

The person named above is the **parent, alleged parent or relative** of the following **child(ren), OR** I am asking the Division of Child Support to submit a request for information from FPLS to find the following **child(ren):**

Name	Social Security #	Date of Birth
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

The person I am looking for may be or was a member of the armed services. Explain: _____

The person I am looking for may be receiving federal benefits of some type. Explain: _____

I certify that the reasons for this request, as stated above, are true. I understand that any information given to me through the FPLS is confidential. I agree to use any information given to me only for the purpose(s) indicated above.

_____	_____
Signature	Print Name

Date	

ADDRESS WHERE TO SEND INFORMATION: _____

