Family Search Checklist

Check items as they are completed

☐ Review court and social files for names, date of births, social security numbers, and addresses of family members/contact persons

☐ Utilize general search engines for individual’s name (google, yahoo!, etc)

☐ Search Vinelink database about status of offenders

☐ Search Bureau of Prisons and Department of Corrections to locate an inmate

☐ Search any available court databases for any court case associated with the individual

☐ Search Department of Revenue to determine property ownership.

☐ Search Child Abuse and Neglect databases for known names

☐ Search Child Protective Services case record system for other siblings in alternative care.

☐ Search Income Maintenance (welfare) as a way to find a current address

☐ Search the Putative Father Registry

☐ Conduct search of online people finding sites (i.e. privateeye.com, ussearch.com, whitepages.com, spokeo.com, peoplesmart.com, zabasearch.com, and pipl.com) for additional information

☐ If a birth or death certificate is needed to gather or confirm information on parents, request documents from Vital Records Department.

☐ Search social networking sites (Facebook, MySpace, Google+, Linked In, Pinterest, Twitter, etc.)