

**International Liaison Office  
Parent Search Request Service  
INSUFFICIENT INFORMATION NOTICE**

**SW Name:** \_\_\_\_\_

The International Services Request for a parent search in México submitted on 12-03-07 for xxxxxx lacks minimum and necessary information for your request to be processed. The following check list was designed to guide you with the collection of information that could successfully lead us to locating parents/ relatives abroad.

<b>Please complete the following before making your request:</b>	<b><u>Check List</u></b>
A. Provide complete search name including <b>paternal</b> and <b>maternal</b> last names. Provide also any AKA's.	<input type="checkbox"/>
B. Date of birth	<input type="checkbox"/>
C. Place of birth Including state, city, town (In the absence of a name, a description of the town or village might be helpful)	<input type="checkbox"/>
D. Gather as much information about the individual from parent/relative/child/CWS-CMS/ Police reports.	<input type="checkbox"/>
E. If the individual has ever been deported, request for INS records. (You can do this by submitting a County parent search form 04-52 to the parent search clerk)	<input type="checkbox"/>
F. Provide any last known address and phone numbers abroad	<input type="checkbox"/>
G. Search for clues on minor's and individual's birth certificate. (Mexican birth certificates contain crucial information such as signed witnesses info, grandparents names, addresses, and specific town names)	<input type="checkbox"/>
H. Physical description of the individual i.e. height, weight, hair, eyes, particular marks etc.	<input type="checkbox"/>
I. Gather information from relatives abroad	<input type="checkbox"/>
J. Available relatives might have the parent's last known telephone number on their telephone records.	<input type="checkbox"/>

You must complete this form and attached it to your request before resubmitting your search.

Name: \_\_\_\_\_ Department/Office: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Suggestions (Please feel free to contact us with any comments/suggestions regarding this form)