



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Katie Hobbs
Governor

Vacant
Director

**ARIZONA PARENT LOCATOR SERVICE (APLS) INFORMATION SHEET AND
APPLICATION FOR PARENTAL KIDNAPPING/CHILD CUSTODY/VISITATION CASES**

Thank you for your letter/phone call regarding the Arizona Department of Economic Security (ADES), Division of Child Support Services' (DCSS) Arizona Parent Locator Service (APLS).

Through the Arizona Parent Locator Services (APLS) Unit, the DCSS provides services to locate a noncustodial parent (NCP) or a child for the purposes of making or enforcing court ordered child custody or visitation determination and child kidnapping/custody interference issues. The APLS only provides information from state and federal records about the missing parent's possible location to an authorized applicant of services for authorized purposes. The information returned may include the most recent address and employment information. The APLS does not verify or investigate the information obtained and does not guarantee the NCP's or the NCP's employer will be located.

For purposes of determining the whereabouts of a parent or child to enforce any State or Federal law with respect to unlawful taking or restraint of a child, the following authorized applicants may apply for locate services:

- Any agent or attorney of any State having the authority/duty to enforce a child custody or visitation determination
- A court, or agent of the court, having jurisdiction to make or enforce a child custody or visitation determination
- Agent or attorney of the U.S. or a State having authority/duty to investigate, enforce, or prosecute the unlawful taking or restraint of a child

For **Parental Kidnapping/Child Custody** services, only the following authorized agents may request and apply for locate services:

Municipal Police Department
Federal Bureau of Investigation (FBI)
United States Attorney
County Sheriff
County Attorney
Attorney General's Office
State Child Safety Agencies

Please email **dcsfplsrequest@azdes.gov** this application and available court orders attention to the DCSS Arizona Parent Locator Service.

APPLICATION FOR APLS TO LOCATE AN INDIVIDUAL SOUGHT IN A CHILD CUSTODY/VISITATION OR PARENTAL KIDNAPPING CASE

Instructions for completing the Application for APLS Services: Please use **BLACK INK** and make sure to include **CREDENTIALS AND/OR AUTHORITY** to request services for the purposes of **locating an individual sought in a child custody/visitation or parental kidnapping case** where indicated. It is very important you fill out all questions completely; leave no blanks. When questions do not apply, write “N/A” (not applicable). When you do not know the answer, write “UNK” (unknown). A clear and complete application will help us to provide you our best services.

If available, **please attach a copy of any court orders relative to custody and/or visitation** of the child(ren) for whom services are requested.

Please email **dcspplsrequest@azdes.gov** this application and available court orders attention to theDCSS Arizona Parent Locator Service.

A. INFORMATION ABOUT THE AUTHORIZED REQUESTOR OF SERVICES

Agency/Entity Requesting Services	
Contact Name	Badge/State Issued ID/State Bar Number
Contact Phone Number	Agency/Entity Address, City, State, and Zip Code

B. AUTHORIZED PERSON/ENTITY REQUESTING LOCATION SERVICES

<p>Agent or attorney of any state having the authority/duty to enforce a child custody or visitation determination</p> <p>Court, or agent of the court having jurisdiction to make or enforce a child custody or visitation determination</p> <p>Agent or attorney of the U.S. or a State having the authority/duty to investigate, enforce, or prosecute the unlawful taking or restraint of a child</p> <p>*Agents are officer employed by the State, such as social workers, law enforcement officials, and State’s attorneys empowered to act on behalf of the State to prosecute a parental kidnapping or child custody case.</p> <p>**Private attorneys are not an authorized person to request information in parental kidnapping and child custody cases as they are not considered agents of the court authorized to make or enforce a child custody determination.</p>
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C. NONCUSTODIAL PARENT (NCP)/ABSENT PARENT (AP)/SUBJECT INFORMATION:

Name (Last, First, MI)		Social Security Number		
Alias or Other Names Used		Date of Birth	Place of Birth	
Relationship to Child(ren) (Biological, Caretaker, Step/Adopted Parent)			Gender	
Last Known Residential Address (Street, City, State, and ZIP)			Date	
Last Known Mailing Address (If different from residential address)			Date	
Last Known Telephone Number (Home, Cell, and/or Work)				
Last Known Occupation/Field of Work			Date	
Last Known Employer Name and Address (Street, City, State, and ZIP)			Date	
Military Service: Yes No	If yes, what Branch?	Status: <input type="checkbox"/> Active <input type="checkbox"/> Veteran <input type="checkbox"/> Reserves		
Physical Description:	Hair:	Eyes:	Height:	Weight:
	Race:	Distinguishing Features/Marks/Tattoos:		

D. *COMPLETE IF THE NCP/ABSENT PARENT/SUBJECT'S SSN IS UNKNOWN:

Name of NCP's Father (Last, First, MI)	NCP's Father's Place of Birth (if known)
Name of NCP's Mother (Last, First, MI)	NCP's Mother's Place of Birth (if known)

E. CUSTODIAL/RESIDENT PARENT INFORMATION:

Name (Last, First, MI)	Gender	Date and Place of Birth
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F. INFORMATION ABOUT THE CHILD(REN):

Last Name	First Name	M.I.	Date of Birth	SSN

G. RELATIONSHIP OF CUSTODIAL/RESIDENT PARENT AND NCP/AP/SUBJECT:

Never Married	Separated <u>with/without</u> Court Order	Divorced/Annulled
Date	Place	Married/Divorced/Separated

H. COURT ORDERS FOR CHILD SUPPORT: YES NO

Court Order Date	County/State of the Order	Court Order Number

Are there any domestic violence issues between the parties and/or child(ren): Yes No

If yes, please list any court involvement and orders of protection information:

I. AFFIRMATION STATEMENT

I, _____, on behalf of _____ am requesting location services to locate an individual sought in a child custody/visitation or parental kidnapping case from the DCSS under 42 U.S.C. 651 et seqs., also known as Title IV-D of the Social Security Act and 42 U.S.C 663.

Signature: _____

Date: _____

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.