



# **F.Y.I.**

**from the Policy Unit**

**FYI-220**

**Date: April 30, 2019**

## **SUBJECT: Providing Only U.S. State of Residence for International Locate Requests**

Please contact the Policy Unit if you have any questions regarding these or any other changes at [DCSS\\_POLICYQUESTIONS@azdes.gov](mailto:DCSS_POLICYQUESTIONS@azdes.gov) or call 602-771-8127

Policy would like to remind staff that the DCSS may identify the U.S. state of residence of the individual when responding to a locate-only request from the Central Authority of a Convention country or a foreign reciprocating country.

If the individual is located in Arizona, the DCSS may confirm that the individual resides in Arizona. If the individual does not reside in Arizona, and the DCSS locates the individual in another state, the DCSS may provide that state of residence to expedite case processing.

The DCSS shall not provide the requesting agency, street address, employment address, or other confidential information. The DCSS may only disclose additional confidential information to the Central Authority of a Convention country or a foreign reciprocating country when there is an open intergovernmental case based on a referral from another country.

Only locate requests originating from Central Authorities in Hague Convention or foreign reciprocating countries should be responded to. If the designation is not clear, please contact Policy at [DCSSPolicyQuestions@azdes.gov](mailto:DCSSPolicyQuestions@azdes.gov) for clarification. If Policy is unable to determine the designation, they will elevate it to the OCSE.

***DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.***

***\*Please do not reply directly to this message as we will not be able to respond. This email address is only used for outgoing mail***

