DCSE Policy & Procedure Unit
Policy Update
PPU-12-10-003
Date: October 30, 2012
SUBJECT: Locate Attempts Required Prior to Reopening a 934, 935, or 936 Case Closure

Please contact the Policy Unit if you have any questions regarding these or any other changes at
http://dcsevf04/DCSE/PolicyQuestions **or (602) 771-8127.**
The IV-D PARTNERS should send POLICY inquiries directly to **DCSE-POLICYQUESTIONS@azdes.gov**

A case that was closed because the NCP could not be located can be reopened at the CP's request. The CP must complete a new IV-D application.

Prior to reopening a case that was closed with the **934 NCP LOCATE UNK-3 YR SUFF INFO**, the **935 NCP LOCATE UNK-1 YR INSUFF INFO**, or the **936 PATERNITY ONLY-AF UNKNOWN** closure code, review the required locate sources to verify NCP's location. The required locate sources are:

- MVD
- AZTECS
- SDLI/NDLI
- HPP
- DOC
- BG01
- Accurint or Lexis
- CLSP (LOEL/LODL/LOML)

If the NCP's location is still unknown, staff are not required to reopen the case. By reviewing these sources, staff will prevent Intake/Closure timelines from starting on an unworkable case.

Staff are urged to view this information directly on OPPM and not create a separate personal file. Enter http://dcsepc *in your browser to view this Policy Update in Policy Updates 2012.*