

SUGGESTIONS FOR CONDUCTING A DILIGENT SEARCH

Begin your search in Area 1 and proceed to select appropriate facilities from Areas 2 and 3 if it proves necessary.

(All addresses and phone numbers valid as of August, 2015)

AREA 1	
1. Friends, family	This is an area that should be thoroughly explored in detail with client and decedent's family.
2. Court Records, Newspaper Obituaries	Surrogate Court, Bankruptcy Court, County Clerk, Tax Map Office, Town and Village Offices, Newspaper Morgue, Family Court
3. Post Office in the area where the party last resided	Determine where the party last resided - submit attached form to Postmaster. See Attachment B
4. Department of Motor Vehicles of the State of his/her last known address For Forms: www.dmv.ny.gov	NYS - Send written request (forms MV-15, Foil Request) along with \$10.00 fee to: NYS Dept. of Motor Vehicles Records Access Office - Foil Office 6 Empire State Plaza - Room 222 Albany, NY 12228
5. Telephone Books in the area of his/her last known address Online phone books: www.switchboard.com www.whitepages.com www.anywho.com Note: if the last name is unusual, try just using the last name without the first.	Search of the Town, City, County area directories. If the area is geographically close, a search of those surrounding locations may also be in order.
6. Election Board In Broome County: Election Board Governmental Plaza PO Box 1766 Binghamton, NY 13902 (607) 778-2172 : fax (607) 778-2174 www.gobroomecounty.com	Check for voter information at the local Election Board in the county where the party was last known.
7. Party's Occupation, Employment	Last known employer, Trade Unions, Professional Organizations, Registration with State Board.

8. Internet Searches	See attached list of web sites to search genealogy, census, immigration records. In most cases an internet search alone is not sufficient due diligence.
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AREA 2

<p>1. Correction Department Federal Broome County Sheriff</p> <p>NYS Dept. Of Correction & Community Supervision 1220 Washington Ave. Building 2 Albany, NY 12226-2050 (518) 457-8126</p>	<p>(202) 307-3126 Fed. Bureau of Prisons (607) 778-2054 bcsheriff@co.broome.ny.us</p> <p>Inquiry as to the status of a person that may be or has been incarcerated in any facility of the area searched (name, prison ID number, d/o/b)</p>
<p>2. Broome Co. Dept. Probation George Harvey Justice Building 45 Hawley Street, PO Box 1766 Binghamton, NY 13902 (607) 778-2121 www.gobroomecounty.com/probation</p>	<p>Contact with party's Probation Office (name, d/o/b)</p>
<p>3. Dept. of Social Services in the area where party was last located.</p> <p>Broome Co. Social Services Thomas P. Hoke Human Services Center 36 Main Street Binghamton, NY 13905 (607) 778-8850 www.gobroomecounty.com/dss</p>	<p>Name and address check of this department. Need Social Security Number or d/o/b</p>

AREA 3

<p>1. Missing Persons Bureau</p> <p><u>In Broome County:</u></p> <p>Sgt. David Harder Broome Co. Sheriff Dept. PO Box 1766 Binghamton, NY 13902 (607) 778-2054 e-mail: bcsheriff@co.broome.ny.us</p>	<p>Check Missing Persons Bureau of the state or county where party may have resided.</p> <p><u>All agencies need the following:</u> Correct name of person (first, middle initial, and last), d/o/b or Social Security number, race, sex.</p>
<p>Binghamton City Police (607) 772-7080 Run thru State & Federal NCIC computer networks</p> <p>State Police (607) 775-1241</p> <p>Broome County-Coroner: (607) 778-1911 Coroners: Dr. John Prindle Dr. John Zevan</p> <p>Coroner: Dr. Michael McCarville Vestal, NY 13850 (607) 754-5342</p> <p>Missing Persons Section Medical Examiner Liaison Unit 520 1st Avenue New York, NY 10016 (212) 447-2434</p> <p>Vital Records City Hall, Rm 107 Albany, NY 12207 (518) 474-3077</p> <p>Salvation Army Missing Persons Bureau</p>	<p>www.binghamton-ny.gov/departments/police-department/police</p> <p>Name - d/o/b, any other information</p> <p>Death records are requested where death occurred and not where decedent resided</p> <p>\$10 non-refundable fee (See information on attachment B)</p>

<p>2. Mental Health - Albany Div. of Mental Health 175 Green St. Albany, NY 12202 (518) 447-4537</p> <p>Broome County Mental Health Dept. DSS Building 1st Floor 32-42 Main Street Binghamton, NY 13905 (607) 778-6357</p>	<p>Request in writing name and status check, need d/o/b</p> <p>Name and status check, need d/o/b www.gobroomecounty.com/MH</p>
<p>3. Office of Children and Family Services Putative Father Registry Capital View Office Park 52 Washington Street. Rensselaer, NY 12144</p> <p>Broome County Support and Collection Unit PO Box 4000 Binghamton, NY 13902 (607) 778-2120</p>	<p>http://ocfs.ny.gov/main/publications/Pub5040t_ext.asp</p> <p>Request name and status check if registered</p> <p>Request in writing (name, last known address, Social Security number, and/or d/o/b)</p>

<p>4. Military</p> <p>Dept. Veterans Affairs Regional Office 111 Huron Street Buffalo, NY 14202 1-800-827-1000</p> <p>Broome County recruiting stations (to locate persons on active duty):</p> <p>ARMY (607) 729-5668</p> <p>NAVY (607) 797-5698</p> <p>AIR FORCE (607) 797-5630</p> <p>USMC (607) 729-5698</p> <p>COAST GUARD (518) 439-6796 (Albany)</p>	<p>If party at any time was a member of the United States Armed Forces - call or write, need correct name, Social Security number, and/or d/o/b</p>
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NOTE

Inquiries of these agencies may take time due to fiscal pressures. You must allow sufficient time for a response to your inquiry. Inquiries of selected/appropriate agencies should be done simultaneously and a response time of 30 days allowed.

These listings are not exclusive. If other areas develop, they should be explored.

ATTACHMENT A

THE SALVATION ARMY'S MISSING PERSONS BUREAU

The Salvation Army runs a program called "The Missing Persons Bureau." Interested parties should be aware of the following guidelines:

- 1) The inquirer should be searching for a close blood relative.
- 2) The inquirer must provide essential information about the missing person, i.e. correct name, date of birth, birthplace, and names of missing person's parents
- 3) The Salvation Army reserves the right to reject any request for services that does not meet its standards.
- 4) A \$10 non-refundable fee is charged. (Not sure if this is still applicable)

The Salvation Army Missing Persons Bureau address is as follows:

<http://www.salvationarmyusa.org/usn/missing-persons>

The Salvation Army Eastern Territory
440 West Nyack Road
PO Box 635
West Nyack, NY 10994-0635
Telephone: (800) 315-7699 or (845) 620-7200
E-mail: MissingPersons@use.salvationarmy.org

www.use.salvationarmy.org

SAMPLE

Re: _____

Dear Sir/Madam:

Our office is required by law to attempt to locate _____
in connection with an estate proceeding pending in Surrogate's Court.

The only information that we have regarding such person is as follows:

LAST KNOWN ADDRESS:

LAST KNOWN TELEPHONE NUMBER:

SOCIAL SECURITY NUMBER:

D/O/B:

Kindly search your records and advise us if you have any current information regarding
_____ or his/her current whereabouts.

Thank you for your attention to this matter.

Yours very truly,

RESPONSE:

ATTACHMENT B

(LETTERHEAD OF PERSON SUBMITTING REQUEST)

Postmaster _____

Date: _____

City, State, ZIP Code _____

REQUEST FOR CHANGE OF ADDRESS OR BOX HOLDER INFORMATION NEEDED FOR SERVICE OF LEGAL PAPERS

Please furnish the new address or the name and street address (if a box holder) for the following:

Name: _____

Address: _____

NOTE: The name and last known address are required for change of address information. The name, if known, and post office box address are required for box holder information.

The following information is provided in accordance with 39 CFR 265.6(d)(5)(iii). There is no fee for providing box holder information.

1. Capacity of requestor (e.g., process server, attorney, party representing himself) _____
2. Statute or regulation that empowers me to serve process (not required when requester is an attorney or a party acting *pro se* must cite statute): _____
3. The names of all known parties to the litigation: _____
4. The court in which the case has been or will be heard: _____
5. The docket or other identifying number if one has been issued: _____
6. The capacity in which this individual is to be served (e.g. defendant or witness): _____

WARNING

THE SUBMISSION OF FALSE INFORMATION TO OBTAIN AND USE CHANGE OF ADDRESS INFORMATION OR BOX HOLDER INFORMATION FOR ANY PURPOSE OTHER THAN THE SERVICE OF LEGAL PROCESS IN CONNECTION WITH ACTUAL OR PROSPECTIVE LITIGATION COULD RESULT IN CRIMINAL PENALTIES INCLUDING A FINE OF UP TO \$10,000 OR IMPRISONMENT OR (2) TO AVOID PAYMENT OF THE FEE FOR CHANGE OF ADDRESS INFORMATION OF NOT MORE THAN 5 YEARS, OR BOTH (TITLE 18 U.S.C. SECTION 1001).

I certify that the above information is true and that the address information is needed and will be used solely for service of legal process in connection with actual or prospective litigation.

Signature

Address

Printed Name

City, State, ZIP Code

FOR POST OFFICE USE ONLY

- Not known at address given
- Moved, left no forwarding address
- No such address
- No change of address order on file
- NEW ADDRESS OR BOX HOLDER'S NAME AND STREET ADDRESS

www.cyndislist.com

A categorized & cross-referenced index to genealogical resources on the Internet with a

list of links that point to genealogical research sites online.

www.familysearch.com

This is the Mormon Church site.

www.usgenweb.com

Has links to US Census info (www.us-census.org) as well as the “Tombstone Project,” an on-going project attempting to gather surveys of cemeteries around the country. Another GenWeb archives project is beginning to provide transcriptions of marriage records in New York available online with copies to the NYS Archives.

www.uspdr.com

Claims to be the most comprehensive non-government source for real estate data in New York. However, some of the local material appears to be dated.

www.virtualgumshoe.com

Has links to all sorts of sites including where to locate vital as well as property records.

www.ancestry.com

Has links to census records as well as to the Social Security Death Index. However, access to much of the site, including the birth and marriage record requires a subscription fee.

www.ellisland.org

Search for immigration records

<http://www.arrangeonline.com/>

National Obituary Archives