

## 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 May 9, 2003)

<b>AREA 1</b>	
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, 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.
4. Department of Motor Vehicles of the State of his/her last known address	NYS - Send written request along with \$5.00 fee to: Dept. of Motor Vehicles Empire State Plaza Albany, NY 12228
5. Telephone Books in the area of his/her last known address	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	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 and immigration records. In most cases an internet search alone is not sufficient due diligence.

<b>AREA 2</b>	
<p>1. Correction Department  Federal  New York State  County Sheriff  NYS Dept of Corrections  314 West 40<sup>th</sup> Street  New York, NY 10018  (212) 961-4026</p>	<p>(202) 307-3126 Fed. Bureau of Prisons  (518) 457-0034 State Corrections  (607) 778-2105</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  1 Wall St, 2<sup>nd</sup> Floor  Binghamton, NY 13901  (607) 778-2121</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  36 Main Street  Binghamton, NY 13905  (607) 778-2625</p>	<p>Name and address check of this department.  Need Social Security Number or d/o/b</p>
<p>4. NYS Division of Parole  97 Central Avenue  Albany, NY 12206</p>	<p>Send written request-must have name, prison ID # or d/o/b. Be sure to include your telephone number. FAX # (518) 486-5961</p>

<b>AREA 3</b>	
<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</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 &amp; Federal  NCIC computer networks</p> <p>State Police  (607) 775-1241</p> <p>Broome County-Coroner:  UMA Whitney Point  (607) 692-3600  Coroners: Dr. John Prindle  Dr. Jack Keating</p> <p>Coroner: Dr. Michael McCarville  Vestal, NY 13850  (607) 754-5342</p> <p>Missing Persons Section  Medical Examiner Liaison Unit  520 1<sup>st</sup> 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>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 A)</p>
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<p>2. Mental Health - Albany  Div. of Mental Health  44 Holland Avenue  Albany, NY 12229</p> <p>Dept. Of Mental Health  1 Hawley St  Binghamton, NY 13901  (607) 778-1192</p>	<p>Request in writing name and status check,  need d/o/b</p> <p>Name and status check, need d/o/b</p>
<p><u>In Broome County (cont.):</u></p> <p>NYS Dept. Social Services  Putative Father Registry  44 Holland Avenue  Albany, NY 12229</p> <p>Broome County Support and  Collection Unit  PO Box 4000  Binghamton, NY 13902  (607) 778-2120</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) 729-5568</p> <p>NAVY           (607) 797-5698</p> <p>AIR FORCE       (607) 797-5630</p> <p>USMC           (607) 729-5668</p> <p>COAST GUARD (518) 472-2218 (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.

The Salvation Army Missing Persons Bureau address is as follows:

Salvation Missing Persons  
440 West Nyack Rd  
West Nyack, NY 10994  
(845) 620-7200

*SAMPLE*

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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:**

(LETTERHEAD OF PERSON SUBMITTING REQUEST)

Postmaster

\_\_\_\_\_  
City, State, ZIP Code

Date: \_\_\_\_\_  
Request for Change of Address or Box holder  
Information Needed for Service of Legal Process

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)(6)(ii). There is no fee for providing box holder information. The fee for providing change of address information is waived in accordance with 39 CFR 265.6 (d) (1) and (2) and corresponding Administrative Support Manual 352.44a and b.

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

**POSTMARK**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[www.cyndislist.com](http://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](http://www.familysearch.com)

\_\_\_\_\_ This is the Mormon Church site.

[www.usgenweb.com](http://www.usgenweb.com)

Has links to US Census info ([www.us-census.org](http://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](http://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](http://www.virtualgumshoe.com)

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

[indorgs.virginia.edu/portico](http://indorgs.virginia.edu/portico)

\_\_\_\_\_ A collection of web sites containing publicly available information.

[www.ancestry.com](http://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](http://www.ellisland.org)

\_\_\_\_\_ Search for immigration records

Online phone books:

[www.switchboard.com](http://www.switchboard.com)

[www.whitepages.com](http://www.whitepages.com)

[www.anywho.com](http://www.anywho.com)

[people.yahoo.com](http://people.yahoo.com)

\_\_\_\_\_ Note: if the last name is unusual, try just using the last name without the first.

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

National Obituary Archives