

## **JUDICIAL REQUEST FOR LOCATION SERVICES (CSE-250)**

### **PURPOSE:**

This form is designed to request parent locating services from Family Support Division Central Locate Unit (CLU) for alternative care cases only.

### **DISTRIBUTION:**

Staff can type, or print the information. Staff must sign the form before submitting the form to the Central Locate Unit. Once the form is completed staff need to submit the original application to: **FAMILY SUPPORT DIVISION, CENTRAL LOCATE UNIT, 615 Howerton Court, PO BOX 1788, JEFFERSON CITY, MO 65102-1788**. Staff should document the completion and submission of the form in case narrative.

### **INSTRUCTIONS FOR COMPLETION:**

#### **SECTION A: APPLICANT INFORMATION**

Name of Court Requesting Services: Enter the Children's Division County.

Enter Court Case Number (If Available): If child has an assigned court number, the number should be entered into the field.

Authorized Agent's Name: Enter the Case Manager's name.

Authorized Agent's telephone number (Include Area Code): Enter the Case Manager's telephone number.

Authorized Agent Address (Number and Street): Enter the Children's Division County office.

Purpose of Request (Check One or More, As Applicable): Select Adoption/Family Preservation.

#### **SECTION B: INFORMATION ON INDIVIDUAL TO BE LOCATED**

Staff enter all known information on the individual to be located. Staff may attach an extra sheet for additional identifying information.

#### **SECTION C: INFORMATION REGARDING THE CHILD(REN) OF THE JUDICIAL PROCEEDING**

Staff enter the information on the child of the person or a relative to be located. If family is not involved in a Judicial proceeding, staff must fill out as much information as possible in Section B.

#### **SECTION D: SIGNATURE/CERTIFICATION**

Staff should read the information included in this section and sign and date the form to certify the request is made in accordance with 42 U.S.C. 653 and 663.

### **Memorandum History:**

CD13-15