

Next Review Date: 6/24
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FCCS PROCEDURE

NO.: 7A

SUBJECT: Accurint Searches

Approved by: Best Practice Council and Executive Council

Effective Date: Aug 1, 2009

Date(s) of Revision: Jul 25, 2011; Oct 12, 2017; Jun 16, 2021

Responsible for Implementation: Intake & Investigations, Regions, Adoptions and Legal

Policy: The use of Accurint is limited to the identification and location of parents, relatives and non-relatives of children served by Franklin County Children Services.

Scope: Intake & Investigations, Regions, Adoptions and Legal

Procedures:

1) Overview of Accurint:

- a) Accurint is an on-line locator and search tool that can assist with locating parents, relatives and non-relatives, finding unknown identifying information, and phone numbers not typically available through other sources, including cell phone numbers. This fee-based search engine is only accessible by designated staff with a purchased license. As with any search tool, Accurint has its limitations. Accurint can be used to find unknown identifying information for an individual, but the most reliable information can be obtained when as much information as possible is first gathered from the family. Not all states and jurisdictions participate in the Accurint service. However, it does contain criminal convictions and sexual offenses for some states.

2) Information Available from Accurint:

a) The following is a list of information that may be available on Accurint:

- i) An individual's full legal name
- ii) Age/DOB
- iii) Addresses, both current and past
- iv) Date ranges at specific addresses
- v) Phone information
- vi) Death Records
- vii) Social Security numbers
- viii) Driver's License numbers
- ix) Potential relatives/associates
- x) Criminal records
- xi) Sex Offender information
- xii) Marriage/Divorce information

3) **Requesting an Accurint Search**

- a) An Accurint search is only to be initiated by the service team or designated support staff after the Family Engagement Search Activity Log (FESAL) has been utilized to its fullest potential and results have not been beneficial in locating or in obtaining identifying information for relatives/non-relatives.
- b) Requests for Accurint searches should be sent in accordance with the instructions located on the Services Locator via the FESIC (Family Engagement Search Information Checklist) or FESAL InfoPath forms.

4) If identifying information is not available, such as birth date or a social security number, a search may still be possible. An individual may be located through a cross-reference check of past addresses or cities/towns of residence or their relatives.

5) **Responding to an Accurint Search**

- a) The Accurint searcher will complete an Accurint search and email the results to the requestor within 5 business days. The information provided from the search will be limited to the scope of the request. The service team should indicate in the request if a search is needed sooner than 5 business days.

6) Documenting the Accurint Search Results

- a) Upon receiving the Accurint search results, service teams are responsible for documenting the information in the SACWIS case record via an activity log. (Region Handbook Section 5A Activity Log Instructions.)
- b) After all relevant information has been documented; the service team must shred the Accurint search results. Due to the limitations of Accurint, the Accurint report is never to be placed in the case record.

7) Utilizing the Accurint Results

- a) The names and information yielded from the Accurint Search should be clarified with the parents, child or relatives to determine who they are and what role they may play with the child. If a person(s) is identified through the Accurint search, the service team should refer to Intake Handbook 6I Family Engagement Search Policy and Procedures on how to proceed with Family Engagement.