

SKIP TRACE REQUEST FORM

Pnc Notary & Legal Services *Bridging the Gap Between Information and Action* pncnotary.com

I. CLIENT INFORMATION (REQUESTOR)

- Full Name/Company: _____
 - Contact Person: _____
 - Email Address: _____
 - Phone Number: _____
-

II. SUBJECT INFORMATION (PERSON TO BE LOCATED)

- Full Name: _____
 - Known Aliases: _____
 - Date of Birth: _____ Approx. Age: _____
 - Social Security Number (if known): _____
 - Last Known Address: _____
 - City/State/Zip: _____
 - Last Date Known at Address: _____
 - Phone Numbers (Prior/Current): _____
 - Email Addresses: _____
-

III. ADDITIONAL LEAD INFORMATION

- Social Media Handles (Facebook/IG/LinkedIn): _____
- Vehicle Info (Make/Model/Plate): _____
- Known Associates/Family Members: _____
- Place of Employment (Prior/Current): _____
- Other Notes (Hobbies, typical hangouts, etc.): _____

IV. CASE DETAILS

- Reason for Skip Trace:
 - Service of Process
 - Debt Collection
 - Witness Locate
 - Other: _____
 - Court/Case Number (if applicable): _____
 - Deadline for Results: _____
-

V. AUTHORIZATION

By submitting this request, I certify that I have a lawful purpose for requesting this information and will use the results in accordance with all local, state, and federal laws.

Signature: _____ **Date:** _____

Disclaimer: Pnc Notary & Legal Services uses various databases and investigative techniques to locate subjects. Results are not guaranteed, and fees are non-refundable once the search has been initiated.