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## SKIP TRACING INTAKE FORM

CASE #: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Requestor: \_\_\_\_\_

Company: \_\_\_\_\_

Priority: ☐ Rush ☐ Priority ☐ Routine

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### 1) Subject Details

- Full legal name: \_\_\_\_\_
- Known aliases / nicknames: \_\_\_\_\_
- Date of birth (DOB) *if known*: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Estimated age: \_\_\_\_\_
- Gender: \_\_\_\_\_
- Social Security Number (full or last 4) *if known*: \_\_\_\_\_
- Driver's license / ID number & state *if known*: \_\_\_\_\_

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### 2) Case Background / Reason for Search

- Brief summary / reason for locating: (e.g., locate to serve papers, skip-trace for debt collection):  
\_\_\_\_\_  
\_\_\_\_\_

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### 3) Contact & Location History

- Last known address (street, city, state, ZIP): \_\_\_\_\_
- Other known addresses (past 10 years): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Last known phone number(s): \_\_\_\_\_
- Last known email(s): \_\_\_\_\_
- Last known employer / workplace: \_\_\_\_\_
- Vehicle description / plate # if known: \_\_\_\_\_

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### 4) Known Associates / Relatives / Contacts

- Spouse / Ex-spouse: Name, relation, last known contact info:
- Parents:
- Siblings:
- Other known associates (friend/landlord/co-worker):
- Social media handles / profile links:

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### 5) Additional Information if Any

- Please provide any additional information that may assist in locating the subject:

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**Signature of Requestor:** \_\_\_\_\_

**Printed Name of Requestor:** \_\_\_\_\_

**Date:** \_\_\_\_\_