



SKIP TRACING INTAKE FORM

CASE #: _____

Date: ____ / ____ / ____

Requestor: _____

Company: _____

Priority: Rush Priority Routine

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):

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:**

Signature of Requestor: _____

Printed Name of Requestor: _____

Date: _____