

**Child Support
Enforcement Network
(CSENet)
Appendix**

Child Support Locate Request 1

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Child Support Locate Request

Purpose	States use this form to request locate information when they do not exchange CSENet location transactions with Iowa.
Source	This is a federal intergovernmental form. You may receive this form from other states.
Completion	If for some reason you are unable to request a Quick Locate via CSENet, generate form 470-3475, <i>Locate Data Sheet</i> , from FORMVIEW.
Distribution	Not Applicable.
Data	Not Applicable.

Locate Data Sheet – Batch, Form 470/3475

Purpose	ICAR issues form 470/3475, <i>Locate Data Sheet</i> , to respond to or to request locate information (about the parent, employer, wages, or assets) from states that do not exchange CSENet location transactions with Iowa. This form is the batch version of online form 470/3475, <i>Locate Data Sheet</i> .
Source	<p>ICAR automatically generates this form through a batch process overnight when you enter a state abbreviation in the SPLS/QUICK LOC field on either the LOCATE screen or the PAYEE2 screen and the state does not exchange CSENet location transactions with Iowa.</p> <p>ICAR also automatically generates this form through a batch process when responding to a locate request on the LOCATE REQUEST (LOCREQ) screen if the requesting state does not exchange CSENet location transactions with Iowa.</p>
Completion	ICAR enters all data into this form.
Distribution	The Department’s mailing service mails the form to the other state.
Data	<p>ICAR enters the following information:</p> <ul style="list-style-type: none">◆ One of the following purposes of the form:<ul style="list-style-type: none">• IOWA REQUESTS LOCATE INFORMATION: ICAR enters this when a worker enters a non-CSENet-location state in the SPLS/QUICK LOC FIELD on the LOCATE screen or PAYEE2 screen.• LOCATE YOU REQUESTED WAS UNSUCCESSFUL: ICAR enters this when the system cannot find any location information when responding to a locate request.• RESPONSE PROVIDED TO YOUR LOCATE REQUEST: ICAR enters this when the system found location information when responding to a locate request.• WE ARE UNABLE TO CONDUCT A SEARCH WITHOUT AN SSN: ICAR enters this when the state requesting location information did not provide an SSN to search.

- ◆ The payee (petitioner) and payor/alleged father (respondent) information. When responding to a locate request from another state, ICAR leaves these fields blank.
- ◆ Non-IV-D Case type or one of the following IV-D case types:
 - TANF
 - IV-E foster care
 - Medicaid only
 - Former assistance
 - Never assistance
- ◆ In the "To:" section, the FIPS code, name, and address of the central registry or State Parent Locator Service (SPLS) agency where the form is to be mailed.
- ◆ Iowa case number (if available)
- ◆ In the "From:" section, the Iowa FIPS code, worker ID, worker name, and address of the person requesting the information.

When ICAR responds to a request from another state, ICAR uses the Central Registry worker ID, "AAAA," and corresponding address fields on the Worker Maintenance 2 (WORKER2) screen.

- ◆ Other state's case number (if available)
- ◆ In the "Initiating Tribunal No." section, the other state's case number, if available, or Iowa case number.
- ◆ The "Non Custodial Parent Info" or the "Custodial Parent Info" box.
- ◆ The "Possibly Dangerous" box if a DRI exists on the case.
- ◆ Information about the locate person if available:
 - Full name (first, middle, last) and SSN
 - Known aliases and maiden name
 - Mother's maiden or father's name
 - Date and place of birth
 - Driver's license number and issue state
 - Sex (M/F), race, hair color, eye color, height, and weight
 - Distinguishing marks, scars, tattoos, glasses, etc.
 - Wages (quarter, year, and amount)

- Last known address and type (residence or mailing). If the last known address is verified good, ICAR checks the "Confirmed" box and includes the date the address was verified.
- Last known employer name, address, and FEIN. If the last known employer is verified good, ICAR checks the "Confirmed" box and includes the date the employer was verified.
- ◆ Contact information
 - For an outgoing request, the local office worker's name, email address, and FAX number.
 - For an incoming request, Iowa's Central Registry information.
- ◆ Current date

ICAR does not store and does not enter the locate person's occupation, professional licenses, or current spouse's name.

ICAR does not include attachments.

[Locate Data Sheet – Online, Form 470-3475](#)

Purpose	Use form 470-3475, <i>Locate Data Sheet</i> , to respond to or request services or locate information (about the parent, employer, wages, or assets) from states that do not exchange CSENet location transactions with Iowa. This form is the online version of 470/3475, <i>Locate Data Sheet</i> .
Source	Generate this form from the FORMVIEW screen.
Completion	Complete this form when you need to respond to a request from a state that does not exchange CSENet location transactions with Iowa or when you need to request information from such a state. The worker enters all data into this form.
Distribution	Send one copy to the state by first-class mail and place one copy in the case file.
Data	<p>The worker enters the following information:</p> <ul style="list-style-type: none">◆ CSRU Office name and address◆ Worker name, email address, fax number, and phone number◆ FIPS code◆ Case number◆ Docket number <p>Once ICAR displays the Word document, click the Fill Form button and enter the following information:</p> <ul style="list-style-type: none">◆ Petitioner and respondent name and social security number◆ Case type (either non-IV-D or one of the IV-D subtypes: TANF, IV-E foster care, Medicaid only, former assistance, or never assistance).◆ In the "To:" section, the name and address of the central registry or agency to which you are sending the form.◆ In the "From:" section, your name, phone number (including extension), fax number, and email address. ICAR loads your office and address from your entries on FORMVIEW.◆ The initiating state's FIPS code, state, IV-D case number, and docket (tribunal) number.

- ◆ Check a box to indicate whether the locate information pertains to the non-custodial or custodial parent.
- ◆ Check the “Possibly Dangerous” box if the disclosure risk INDICATOR (DRI) has been set on the locate person and associated case.
- ◆ Provide as much information about the locate person as possible:
 - Full name (first, middle, last) and social security number
 - Known aliases and maiden name
 - Mother’s maiden or father’s name
 - Current spouse’s name (first, middle, last)
 - Birth date (or approximate year) and place (city, state, county)
 - Place of birth
 - Driver’s license number and issue state
 - Sex (m/f), race, hair color, eye color, height, and weight
 - Distinguishing marks, scars, tattoos, glasses, etc.
 - Last known address, phone number, and type (residence or mailing). If the last known address is verified good, check the “Confirmed” box and include the date it was verified.
 - Usual occupation or professional licenses
 - Last known employer’s name, full address, federal employer identification number (EIN), and phone number. If the last known employer is verified good, check the “Confirmed” box and include the date it was verified.
 - Other information including assets, education, police record, and public assistance history
 - Wages (quarter, year, and amount)
- ◆ Indicate when attachments are being submitted.
- ◆ Enter the date you complete the form.
- ◆ Enter your name, phone number, fax number and email address in the contact area at the bottom of this form.