

# Berks County Domestic Relations

## Locate Pamphlet



### **What is a locate interview?**

A locate interview is scheduled to obtain information which may assist us in locating the absent parent to establish or enforce your support order. The date and time of your interview is shown on the Plaintiff Information Request you received. It may also request additional information you are required to bring to your appointment. The average appointment takes about 1/2 hour. You will be required to show your photo ID at this appointment.

### **What if I live out of town?**

In situations where the plaintiff lives out of state, alternative arrangements may be made for holding your locate interview. If you are requesting alternative arrangements, please contact this office at (610)478-2900 within 10 days of the date of this notice.

### **What if I have and cannot attend the appointment?**

If you cannot attend your interview on the date or time shown on the Plaintiff Information Request, you should contact this office at (610)478-2900 to reschedule your appointment at least 24 hours prior to the currently scheduled date and time. If you do not contact our office to reschedule your appointment, and do not appear for your appointment, your case may be closed. Your cooperation is essential in the successful location of the absent parent. If you are currently receiving benefits, your caseworker will be notified of your non-cooperation.

### **Can a relative or friend come in my place?**

Because you are the plaintiff in the case you are required to attend. For your privacy, only you may be present during the interview.

### **What is the Parent Locate Questionnaire?**

Along with your Plaintiff information sheet scheduling your appointment, you received a Parent Locate Questionnaire. This form is detailed and asks for information you may not feel is important, but it is to us. You should take your time, and complete the form to the best of your ability. If you are unsure of information or

do not know the requested information you should indicate that on the form.

You should review, sign, and date the last page of the form.

If you come to your interview without the Parent Locate Questionnaire or have not completed the questionnaire, your appointment will be rescheduled for a later date. Please be prompt. If you are late for your appointment, you may be rescheduled to return at a later time.

### **Will they ask me questions?**

The parent locator may ask you questions that are not on the questionnaire. Your answers may be used to confirm information that the parent locator has already obtained. They may also ask questions to investigate the information you provided on the questionnaire. You should think about your answers, and be as detailed and accurate as possible.

### **What is done with the information?**

The information you provide will be entered into PACSES, our statewide computer system. PACSES interfaces with information sources throughout the country. Our parent locators will also use the information in their attempts to locate the absent parent using their available resources. The source of the information you provide will not be revealed to the absent parent.



### What if I don't have any information?

If you do not have information on the absent parent, the following is a list of sources of information which you may have access to. Please bring any of this information or documentation with you to your locate appointment.

- A pay stub for the absent parent from a current or previous employer
- A utility bill such as electric, cell phone or cable that is in the absent parent's name.
- Internet account information such as email address
- An old driver's license that belongs to the absent parent
- Probation or Parole documents or the name and phone number of their officer
- Immigration documents belonging to the absent parent
- A bank statement or check cashing card belonging to the absent parent

- Membership cards to an agency or organization the absent parent may belong to
- Any professional licenses the absent parent may have, such as state inspection mechanic, barber or hair dresser, and what state issued that license
- The color, make, model, finance company and license plate number of any cars the absent parent owns.
- The name and address of the absent parent's current partner.
- The names, addresses, or phone numbers of any friends or relatives of the absent parent.
- A photo of the absent parent should also be provided, if available.



### Contact Us:

**By phone: 610-478-2900**

### By Email:

[Support.Berks@Paces.com](mailto:Support.Berks@Paces.com)

**By Fax: 610-478-6583**

### Visit our Web Page:

<https://www.berkspa.gov/departments/dro>

### In Person:

**Berks County Services Center 6th Floor  
633 Court Street  
Reading, PA 19601**