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## **DILIGENT SEARCH INQUIRY**

*The instructions provided herein should not be substituted for legal advice from an attorney.*

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### **INSTRUCTIONS:**

1. Go to [www.flcourts.org](http://www.flcourts.org) - **(select)** – Self Help, Family Law Forms for the forms.  
**Fully complete** the forms below.
2. Make sure the appropriate forms are **notarized**.
3. File your **original documents** with the **Seminole County Clerk of the Court** located at the Downtown Civil Courthouse or by mail to P.O. Box 819 Sanford, FL 32772 or electronically filed through the Florida State e-Filing Portal ([www.myflcourtaaccess.com](http://www.myflcourtaaccess.com)).

- Form 12.913 (b)  
Affidavit of Diligent Search
  
- Form 12.912 (a)  
Memorandum for Certificate of Military Service
  
- Form 12.912 (b)  
Affidavit of Military Service
  
- Copy of Ad  
Proof of publication
  
- Form 12.913 (a)  
Notice of Action

**ADDITIONAL INFORMATION / INSTRUCTIONS FOR COMPLETING AN  
AFFIDAVIT OF DILIGENT SEARCH AND SERVICE BY PUBLICATION (if necessary)**

Service by Publication is used when service has been returned indicating that the other party could not be located. You must prove to the Court that you have made a reasonable effort to locate him/her.

Follow these instructions to complete a Diligent Search and Inquiry. The form lists places to search for the other party.

Follow through on all leads that you discover as a result of your search.

On the other hand, if, during your search for the other party, you locate his/her address, then you must have him/her served by personal service as provided for in Chapter 48 of the Florida Statutes. It will then be unnecessary to file the Affidavit of Diligent Search and Inquiry.

**THESE INSTRUCTIONS ARE NOT INTENDED TO SUBSTITUTE FOR LEGAL ADVICE. IF YOU HAVE QUESTIONS ABOUT THE LAW AND SEEK LEGAL ADVICE, YOU MUST CONSULT A LAWYER.**

The five places listed below are the minimum requirements that must be done:

**A. United States Post Office [www.USPS.com](http://www.USPS.com)**

**Instructions:**

1. Visit the United States Post Office [www.USPS.com](http://www.USPS.com)
2. Scroll to the bottom of the page to the right and click on FOIA
3. Select
  - Reading Room
  - Electronic FOIA Reading Room
  - Requests for Address information Format
  - Process Server or Boxholder Requests
  - **Print Form**

The litigant needs to fill out this form with the last known address for the Respondent

4. Mail the form to the following address:
  - USPS FOIA REQUESTER SERVICE CENTER-FIELD
  - ST LOUIS GENERAL LAW SERVICE CENTER
  - 1720 MARKET STREET RM 2400
  - ST LOUIS, MO 63155-9948
  - PH: 314-345-5894
  - FAX: 650-578-4956
5. They will send a document back to you.

**B. Internet Search or <http://www.switchboard.com/>**

**Instructions:**

1. Type in the full name and last known city and state for the person you are looking for then a list will appear
2. Click “**View Details**” of person that has the matching name to who you are looking for
3. Check to see if there is an address listed that you were previously unaware of and attempt service
4. If no names pull up, print out the results

### C. Department of Motor Vehicle [[Instructions & Forms](#)]

Instructions:

1. Go to [www.flhsmv.gov](http://www.flhsmv.gov)
2. Click “**Resources**”  
Drop down to FORMS
3. Select Driver License Record Request (90511)
4. Print Form
5. Please fill out your information (requester).
6. In the below box, **REQUEST for A DRIVERS HISTORY RECORD/TRANSCRIPT**, you will need to fill out the information of the Respondent. You **DO NOT** need a driver history; however you need to a LETTER OF VERIFICATION. Either one is fine.
7. Once completed, this needs to be mailed to:  
Department of Highway Safety and Motor Vehicles  
Division of Motorist Services  
2900 Apalachee Parkway, Room B239, Mail Stop 52  
Neil Kirkman Building – Tallahassee, FL 32399
8. Fees are required at time of Request  
Cashier check, personal check or Money Order is the method of Payment accepted by the Department of Motor Vehicle
9. They will send a form back to you.

### D. Department of Corrections Inmate Search databases [[Instructions](#)]

Instructions:

1. You will go to each of the sites for the Law Enforcement Office that you believe the person would be located in and print out your search results. Please make sure all print outs are **LEGIBLE** and you are able to see the search screen, name, results, and county/agency you are searching.
2. Go to Seminole County Sherriff’s Office Inmate Search  
[Search for Inmates \(seminolesheriff.org\)](http://seminolesheriff.org)

Go to Orange County Inmate Search  
[Current Inmate Database \(ocfl.net\)](http://ocfl.net)

Go to **Federal Bureau Prisons inmate Search**  
<https://www.bop.gov/inmateloc/>

Go to **Florida Department of Corrections Inmate Search**  
<http://www.dc.state.fl.us/activeinmates/search.asp>

**File all results**

### E. Letters to the Armed Forces of the U.S. [[Instructions & Forms](#)] **Certificate of Military Service & Military Verification of Service**

Instructions:

#### **Part I - Certificate of Military Service**

1. Go to [www.flcourts.org](http://www.flcourts.org)  
Click Family Law Forms (under self-help)
2. Search for Military Service | 12.912 Forms A – B  
**(a) Memorandum for Certificate of Military Service**  
You must print out the attached form and send to each branch of the military listed on the instruction page of this handout.  
\*you may be charged a service fee by each military service branch for its response. Please refer to the websites, e-mail addresses, and/or phone numbers listed on the handout for help in determining the amount of each military's branch fee and verify its current mailing address.
3. File each response with your case.
4. AFTER YOU HEAR BACK FROM EACH BRANCH  
**(b) Affidavit of Military Service**  
Complete this form and **file it with your case.**

## **Part II - Military Verification of Service**

1. Go to [www.dfas.mil](http://www.dfas.mil)
2. Go to the SEARCH bar in the top right corner and type in "VERIFICATION OF MILITARY SERVICE"
3. Click "**Verification of Military Service**"

This will take you to SCRA website.

Click "Single Records Request"

4. Impute Respondent's Information
5. Print Status report on Active-Duty Status
6. **File with case**

You are required to file written proof of your search efforts such as payment receipts, printed search results, letters from companies/organizations/businesses and/or other proof of your attempts to locate information on the other party.