



Riverside County Department of Public Social Services – Children’s Services  
**Parent Locator Request to Foreign Consulate/Embassy**

Consulate/Embassy: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Dear \_\_\_\_\_  
 We understand that the parent(s) of the child(ren) listed below is/are national(s) of your country.

Child’s Name (first, middle and all last names)	Date of Birth	Place of Birth (City and State)

The above mentioned child(ren) is/are under the supervision of the Department of Public Social Services in Riverside County. The child(ren) has/have been under protective custody due to \_\_\_\_\_  
TYPE OF ABUSE  
 since \_\_\_\_\_ DATE. The court case number is J# \_\_\_\_\_.  
 The DPSS case number is \_\_\_\_\_.

I am requesting the assistance of your country’s Social Service Agency in locating the parent(s) of the above mentioned child(ren).

Mother’s Name (first, middle and all last names)	Date of Birth	Place of Birth (City and State)	Address and Telephone Number

Father’s Name (first, middle and all last names)	Date of Birth	Place of Birth (City and State)	Address and Telephone Number

Contact information other than a spouse/partner that may be aware of the parent(s) whereabouts

Name (first, middle and all last names)	Relation to Parent	Telephone Number	Address

If you need more information please call \_\_\_\_\_  
NAME OF SOCIAL WORKER  
 at \_\_\_\_\_ and refer to the case number. Upon completion of the Parent Locator request please forward the information to:  
 Name of International Liaison: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Name of Requesting Social Worker: \_\_\_\_\_  
 Signature of Social Worker: \_\_\_\_\_  
**Note:** Include with the request available birth certificates, death certificates and court documents.