

Locating People

Finding people is part art, part science. We provide the science through data and tools to help in your searches.

Our proprietary database engines combine data from hundreds of sources providing the most comprehensive collection of information about people in the United States.

This guide provides you with techniques to hone the "art" of searching. This helps you conduct effective and efficient searches. Effective searches return the information you need and efficiency reduces the cost of these searches.

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Quick Start on Person Search

First, try to locate the subject using one or more of the following search techniques:

- 1. If you know the subject's Social Security Number (SSN) use it alone in your first search.**
- 2. Search using Last Name, First Name, and State. If too many records are returned, try adding a City or County. You can also use a partial first name.**
- 3. Search using a Telephone Number. You may use seven digits, with or without a State.**
- 4. Search using a Last Name, First Name, State, and full or partial DOB (mm/dd/yyyy, mm/yyyy, or yyyy).**
- 5. Search using a DOB and First Name.**

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Helpful Search Tips

SEARCH BY SOCIAL SECURITY NUMBER

A Social Security Number, if you have one, should be the first search you try as it yields the best results. On the Person Tab on the Find People screen, type in the Subject's SSN in the SSN field. It is not necessary to type the hyphens.

Even though SSNs are the most reliable identifier for an individual, they are not 100 percent dependable because some records may not contain a subject's SSN. Therefore, a record for an individual may not appear when searching using SSN only. Conducting a second search using Name and State provides additional coverage.

SEARCH BY LAST NAME

On the Person Tab within the People menu, type in the Subject's Last Name in the **Last Name** field, then click on the Search button. If more records are returned than are practical to review, refine your search as described below.

SEARCH BY DOB AND FIRST NAME

On the Person Tab within the People menu, type in the Subject's full DOB and First Name, then CLICK on the Search button. If more records are returned than are practical to review, refine your search by adding a State, County, City and State, or Zip Code. A radius search can also be performed when the City and State or Zip Code are used in your search.

SEARCH BY ADDRESS

If you are unsure of the exact city, supply the closest city and specify a radius (no more than 100 miles). This expands the area considered to a circle extending the specified number of miles from the center of that city.

For an address search, the City and State fields are required, but no name is required. If you do not include a name, the radius option is not allowed. To search all houses on a street in a certain block, enter the block number and an asterisk (*). For example, to search the 1200 block of Main Street, type "12* Main St." Note that a search of the 100 block (1*) will also match addresses in the 1000 and 10000 range. If you are unsure of the exact address, you can perform an address range search by using a colon (:) or a comma (,). For example, to search for everyone between 120 Main Street and 327 Main Street, enter "120:327 Main St." or "120,327 Main St."

SEARCH BY TELEPHONE NUMBER

On the Person Tab within the People menu, type a telephone number. You may search by a telephone number with or without the area code. If you do not know the area code, you can search using only the seven digit telephone number with or without the State.

When available, the search results may include the abbreviation for the Time Zone

corresponding to the phone number. This additional information is helpful for pre-call planning.

The nine standard time zones for the United States are: Atlantic Standard Time (AST), Eastern Standard Time (EST), Central Standard Time (CST), Mountain Standard Time (MST), Pacific Standard Time (PST), Alaskan Standard Time (AKST), Hawaii-Aleutian Standard Time (HST), Samoa standard time (UTC-11), Chamorro Standard Time (UTC+10).

From the second Sunday in March through the first Sunday in November abbreviations for the areas on Daylight Saving Time will change in each time zone change along with Daylight Saving Time. Eastern Standard Time (EST) becomes Eastern Daylight Time (EDT), and so forth. Arizona, Puerto Rico, Hawaii, U.S. Virgin Islands and American Samoa do not observe Daylight Saving Time.

REFINE A NAME SEARCH

Adding criteria not already used, such as first name, middle name or initial, DOB, city, county, state, ZIP code, or age range, refines a search. The more criteria you provide the more precise (narrow) the results will be.

Keep in mind that some records may not contain a middle name or initial, so providing one could eliminate records you may want included.

If you are unsure of the subject's proper first name, try using a variation of the name. Accurant's intuitive automatic nickname feature will return results matching the subject's proper first name.

If you are unsure of the spelling of a person's name, try checking the **Search for other possible name spellings** box which will search for variations of the subject's name if no exact match is found.

A DOB may be entered in several formats: mm/yyyy, mm/dd/yyyy, or yyyy alone.

For Example:

- 1). Month and Year: 04/1963
- 2). Month, Day and Year: 04/23/1963
- 3). Year Only: 1963

In the event that a Subject's complete DOB is unknown, searching by mm/yyyy or yyyy format may prove helpful.

If you do not know a Subject's city but know the general vicinity, you can use the radius option. Enter a ZIP code or a nearby city and state and provide a radius (in miles) in the **Radius** field.

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Results Display

TOO MANY RECORDS FOUND

If your search returns the following message: **Search completed. Too many records found. There was No Charge for this search**, it means the search resulted in more than 1,000 records. Try narrowing the list of results by adding search criteria.

If a list of results is displayed but more records were returned than are practical to review, try narrowing the list of results by adding search criteria.

DECEASED INDICATOR

If your results are returned with a red "**D**" to the left of the subject's name, that subject has been reported deceased. Move your mouse over the "**D**" to view the date of death. For deaths reported since 2001, there may also be a "**P**" which would mean that proof, such as a death certificate, has been filed with the Social Security Administration or a "**V**" which would mean the death has been verified, usually by a family member.

ADDRESS RISK INDICATORS

If an address returned for your subject has a potential risk, we will display a yellow flag below the address with one or more of the following risk indicators:

- Mail service affected in zip code due to natural disaster
- Multi Unit Dwelling
- Business
- PO Box
- Trailer Court
- Rural Route zip
- General Delivery
- Nursing Home
- Retirement home
- Hunting, Trapping, & Game Service
- Newspaper Facility
- U.S. Postal Service
- Shipping Agent
- Packing & Crating Facility
- Telegraph & Other Communications
- Mobile Home Site Operator
- Hotel or Motel
- Rooming or Boarding House
- Sporting or Recreational Camp
- Trailer Park or Campsite

- Tax Return Preparation Service
- Credit Reporting Service

NARROW LIST OF RESULTS

If your search returns a long list of results, we recommend adding the following criteria, if known, in this order:

1. **First Name or First Initial** - If you are not sure of the entire first name, type an initial or the first few letters in the **First Name** field. If you are not sure of the subject's proper name, try using a variation of the name.
2. **State** - Entering a state narrows the results to subjects living in that state.
3. **City** - Entering a city, in addition to the state, further narrows the results to subjects living in the specified city and state.
4. **County**- Entering a county and state, further narrows the results to subjects living in the specified county. If you just enter the county name, the results will include subjects living in the requested county for all states.
5. **Middle Name or Initial** - If your results return multiple listings with the same first and last name, add the Subject's middle name or initial. Remember that some records do not contain middle names or initials and will be excluded.

EXPAND LIST OF RESULTS

If too few or no results are returned, loosen the criteria by removing the most precise or uncertain criteria (e.g., middle name or initial, date of birth, city).

FIND A SUBJECT IN THE DISPLAYED LIST

Identify the number of unique persons by examining the SSNs. For each individual, examine their records to determine if the displayed age, geographic regions, middle name or initial, or first name fit what is known about the Subject. CLICK on the SSN of an individual you believe to be the Subject to get the optimal set of results including their current most probable address and phone number.

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Source Documents for Individuals

Government/Law Enforcement customers frequently question the credibility of data they are analyzing. They have expressed that the more frequent a data item shows up in a resulting search, the more credibility is assigned to it. The Source Documents feature is designed to address this interest by generating a list of sources, number of hits, and timeframe to give the

end users a gauge of what level of credibility they want to assign to a result. Based on the source information they will be in a better position to direct their investigation by making more informed decisions as it relates to following up on tips and leads and conducting investigations.

Accessing Source Documents Information





Source Documents information for individuals is obtainable after a Person Search or Advanced Person Search. There is a ***View Sources** link under the Full Name on the search results page. A number, which indicates the approximate number of unique data sources used for this record, is placed by the right side of the link.

Clicking the ***View Sources** link leads to a pop-up box with source documents summary.

Only one pop-up box is displayed at one time. The box closes automatically when you click the ***View Sources** link for another subject.

Managing the Source Documents

You can do one or all of the followings from the source documents summary box.

- Click  on the top right to print the source information summary.
- Click  to close the pop-up source information summary box.
- Click the plus sign by **Expand All** to reveal details of every data component; or click the plus sign by a specific component (for example, Address) to reveal that particular source details.
- Click the minus sign by **Collapse All** or by a specific component to close the details sections.
- Click  after clicking the plus sign(s) to print the full or partial source details.
- Click  to close the pop-up source details box.

Data Components in Source Documents

The following is a list of components included in the Source Documents for individuals:

- Name
- SSN
- DOB
- Address
- Phone

Note: Depending on the subjects, not all the components may be present. For example, if a person never owns a phone number, the Phone information may be missing.

The list below is the Source Documents information available for each of the components above:

- **Source** – a list of named sources of a component. Example, Person Locator 1. See [below](#) for details.
- **# of Occurrences** – the number of times a component is found within a named source. For example, if the number of occurrences for Person Locator 1 is 3, it means the same record is found three times in that source.
- **Dates Seen** – the time range a component was first and last seen within a named source. The format of this piece of information may vary depending the availability of data. For example, you may see **November, 2006 – December, 2009**; or **January 2, 2006 – March, 2009**; or **November 13, 2008 – February 1, 2009**. It is also possible that you see only one date (for example, Dec, 2000) instead of a date range.

List of Sources

The system utilizes more than 50 data sources, most of which are spelled out for you. For example, Tax Assessor Records. A few are masked per contractual agreements.

- If you see **Person Locator 1** (or 2/4/5), that indicates the data is from one of the consumer bureaus.
- **Historical Person Locator** is data extracted from a historical phone database.
- **Phones** covers records from electronic Directory Assistance listings and combined phone sources.

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Next Steps

After the initial search, you can order reports or search deeper by clicking the name, SSN, address, or phone links.

Ordering Reports

There will be various icons to the left and/or right of a record. You can order different reports by clicking those icons. For more information on the icons please reference the [Icon Legend](#) section.

NON-SSN SEARCHES

Non-SSN searches do not always return all records associated with the Subject. In order to ensure all records for the Subject are returned, you must identify at least one record that has a high level of confidence to be the Subject's record (see "Find a Subject in the Displayed

List"). CLICK on that record's SSN to return the optimal results; that is, all records associated with the Subject including the current address and telephone number.

NO BLUE CHECK MARK FOUND

If a subject is found but has no blue check mark to indicate the most likely current address, you can try to find a subject through associates, landlords, relatives, or neighbors. Initiate a Report for the Subject by clicking on the **Run a Report** icon on the left-hand side and following the prompts. When a report is generated, scroll down to find the relevant individuals.

FIND OTHERS WHO MAY BE LIVING WITH A SUBJECT

You can enter a known address in the search fields or CLICK on the address in a result list or Comprehensive Report to display all the people who live at an address.

This can also help identify mail drop addresses because it should show the name of a business that provides mailboxes.

ICON LEGEND



Reports - This icon can be found on the far left of the search results. Click here to run the following reports: Asset, Finder, Comprehensive, Custom Comprehensive and Pre-Litigation.



Finder Report - This icon can be found on the far left of the search results. If you wish to create a **Finder Report** for any record, click this icon



Probable Current Address - This icon is found to the immediate left of the **Address column** when the data indicates that this is the probable current address.



Relavint - This icon can be found in the Asset, Finder, Comprehensive, Custom Comprehensive, Pre-Litigation and Business Comprehensive reports and allows you to visualize relationships between people and their relatives, associates, vehicles, property, and businesses.



Court Search Ordering Wizard - This icon can be found to the left of the search results. If you wish to run the **Court Search Ordering Wizard** for any record, click this icon.



Person Alerts - This icon can be found on the far left of the search results. If you wish to set up a Person Alert for any record, click this icon.



Motor Vehicle – This icon is found for subjects in possession of motor vehicles. Clicking this icon will launch a search on vehicle information on the subject.

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