

Tips on Locating People

To begin a court case, you must be able to find the person whom the case is against. Below you will find lots of tips on how to locate someone. If you are having a difficult time finding someone, you will need to do something called alternate service. If you think you might have to do alternate service, please read carefully the information at www.state.ak.us/courts/shcforms.htm#shc-pac2.

Common Sense

The best tool you have to find someone is your common sense. Think about who their friends are, what they like to do and where they like to go.

Last Known Address

Attempt service by process server or certified mail if you know the defendant's last known address.

Friends and Relatives

Contact any known relatives or friends of the defendant.

Employers

Contact the defendant's employer or last known employer.

Phone Directories

Check phone directories and city directories in all towns or cities where you think the defendant may live. Your public library may have phone directories for other cities, and many city phone directories are available on the Internet.

Municipal Tax Departments

Contact the municipal (city) tax department in all cities where you think the defendant may live.

Utility Companies

Call telephone information and utility companies in all cities where you think the defendant may live.

Letters of Inquiry

Send a letter of inquiry to any person who you think might have some knowledge or information as to the defendant's whereabouts. You are more likely to get a response if you include a self-addressed, stamped envelope for the person to respond.

Military

If you think the defendant is in the military, you may contact the military locator service:

Air Force: (210) 565-2660

Army: (703) 325-8151 or (866)771-6357

Marines: (703) 784-3942 or (800) 268-3710

Navy: (866) 827-5672

Coast Guard: <http://www.uscg.mil/locator/>

You may be able to find out if someone is on active duty by typing in their specific personal information at: <https://www.dmdc.osd.mil/appj/scra/scraHome.do>. This won't give you their contact information but may help you to figure out where to keep looking.

If you are a dependent, you also may be able to locate the member by contacting the First Sergeant of the last known unit.

Incarcerated or on probation

Incarcerated - Alaska state or municipal custody

If you believe the defendant may be in Alaska state or municipal custody, you can contact the **Chief Classification Officer** of the **Department of Corrections** to find out where the defendant is being held *including those being held in Arizona*. The phone number of Chief Classification Officer is **(907) 269-7425 (Anchorage number)**. You can also check the VINE website to see where the defendant is being held: www.vinelink.com/index.jsp.

Probation - state/municipal misdemeanor probation

If you believe that the defendant is on misdemeanor probation, you can check their court file for their address. They are responsible for maintaining their current address with the court. You can also check with the **Anchorage City Prosecutor's office at 343-4250** to see if they have a current address for the party. If the crime was domestic violence, the victim/witness program coordinator at the prosecutor's office may have a current address.

Probation - state felony probation

If the person is on felony probation and you can't locate this person's address anywhere else, please call **Family Law Self-Help Services** for information on how to file a motion to request this information from the **Alaska Department of Corrections**. You can also check the VINE website to see if the defendant is in on probation: www.vinelink.com/index.jsp.

Incarcerated - federal facility

To find someone in a federal facility check the online inmate locator website at www.bop.gov/iloc2/LocateInmate.jsp. If the party is between trial and sentencing, contact the **Chief Classification Officer** of the **Department of Corrections** to find out where the defendant is being held. The state houses federal prisoners until they are sentenced and flown to a federal facility outside of Alaska. The phone number of Chief Classification Officer is **(907) 269-7425 (Anchorage number)**. You can also check the website for the [Federal Bureau of Prisons](http://www.bop.gov/) (www.bop.gov/).

Probation - federal probation

If the person you are trying to find is on federal probation and you can't locate this person's address anywhere else, please call **Family Law Self-Help Services** for information on possible ways to receive this information from federal parole agencies.

Incarcerated – outside Alaska

If the person you are trying to find is incarcerated outside Alaska and you can't locate

their address, you can check the VINE website to see which prison the defendant is in: www.vinelink.com/index.jsp.

Department of Motor Vehicles (DMV) [doa.alaska.gov/dmv/]

If you can certify that you are trying to find the information for a court case, DMV may provide a printed copy of the vehicle record, which provides the name and mailing address of the owner and lien holder (if any), year, make, model, VIN, color and license plate number. To apply for this information complete DMV Form 851, Request for Research of Motor Vehicle Record, available on the DMV website at <http://doa.alaska.gov/dmv/forms/pdfs/851.pdf>. The cost is \$5 per request.

Licenses

- [Alaska Business Licenses](http://www.commerce.state.ak.us/CBP/Main/CBPLSearch.aspx?mode=BL)
(www.commerce.state.ak.us/CBP/Main/CBPLSearch.aspx?mode=BL)
- [Alaska Corporation Licenses](http://commerce.alaska.gov/CBP/Main/CBPLSearch.aspx?mode=Corp)
(commerce.alaska.gov/CBP/Main/CBPLSearch.aspx?mode=Corp)
- [Alaska Occupational Licenses](http://commerce.alaska.gov/occ/OccSearch/main.cfm)
(commerce.alaska.gov/occ/OccSearch/main.cfm)
- [Alaska Commerce](http://www.commerce.state.ak.us/occ/) (www.commerce.state.ak.us/occ/)
Homepage for Division of Corporations, Business, and Professional Licensing

National Sex Offender Directory (www.nsopr.gov/)

Homepage for national website of registered sex offenders

Property Taxes

You can search the property tax listings in different areas by the person's name to see the address of property they own.

- [Municipality of Anchorage](http://www.muni.org/services/departments/treasury/property/askViewer.cfm)
(www.muni.org/services/departments/treasury/property/askViewer.cfm)
- [Fairbanks Northstar Borough](http://co.fairbanks.ak.us/Assessing/propsearch.aspx)
(co.fairbanks.ak.us/Assessing/propsearch.aspx)
- [Juneau](http://www.juneau.org/assessordata/sqlassessor.php)
(www.juneau.org/assessordata/sqlassessor.php)
- [Kenai](http://ak-kenai-property.governmentmax.com/propertymax/rover30.asp?sid=39416332FE044EA6805CB1F0150CFA8B)
(<http://ak-kenai-property.governmentmax.com/propertymax/rover30.asp?sid=39416332FE044EA6805CB1F0150CFA8B>)
- [Mat-Su Borough](http://www.matsugov.us/myproperty/)
(www.matsugov.us/myproperty/)

[State Recorder's Office](http://dnr.alaska.gov/ssd/recoff/default.cfm) (dnr.alaska.gov/ssd/recoff/default.cfm)

You can search the **State Recorder's Office** website to find out what property a person owns. This service is free. Every state has the equivalent of the Recorder's Office, although the department may go by other names, such as the **Register of Deeds**.

[Alaska Court System Records](http://www.courtrecords.alaska.gov/) (www.courtrecords.alaska.gov/)

You can search the Alaska Court System's records on-line to see whether the person is involved in any court cases. This service is free. If you do find a case number, you can contact the local court and ask to see the court file to find the person's address.

Alaska Process Servers

A process server is a specially licensed person who is authorized to serve certain types of legal documents. While fees vary, it generally costs about \$65. Process servers can serve legal documents just about anywhere, not just at someone's home. If the process server has a good physical description, he or she can wait at the airport, a bar, or other places for someone to show up. Some process servers can do address research on Alaska residents. The cost for an address search starts at about \$25. The current list of process servers is found on the Alaska Court System's website:

<http://www.dps.alaska.gov/Statewide/PermitsLicensing/docs/CPSlist.pdf>.

Private Investigator

Hiring a private investigator is your most expensive option, but they may be able to do more detailed searches. You can find private investigators in the yellow pages. If you are trying to find one in another state, you may also try doing an internet search for "private investigator" and the name of whatever state you are interested in. Many states require a PI to be licensed, however Alaska does not (although some Alaskan cities may). There is a professional association for Alaska, which you can learn more about at <http://www.akinvestigators.com>.

Motznik

Motznik Computer Services, Inc. is a private information company in Alaska that maintains databases on all sorts of statewide information. Call to see whether they might be helpful to you. The cost for an address search starts at about \$15.

Motznik Computer Services, Inc
7999 Jewel Lake Road
Anchorage, AK 99502
(907)344-6254 FAX (907)344-1759
www.motznik.com

Reverse Directories

A reverse directory, sometimes also called a Polk directory, lets you look up someone by phone number to get an address. Reverse directories are available at your local library and may be available at your phone company. Many web-based search services also provide reverse directory services that you can find by searching for "reverse directory."

Other Internet Resources

Internet search engines and web-based businesses may be able to assist you in locating an individual throughout the United States. For example, search for a person's name using Google (www.google.com), or search the topic locating people or missing people to get a list of websites that can provide additional pointers.

Here is a list of websites that can help you find people. You can also search the Internet for additional websites.

- www.ussearch.com/consumer/index.jsp
You can also call them at 1-800-US-SEARCH for assistance on finding someone. They also have a free search for finding military people on this website.
- www.Anywho.com
AnyWho is a free directory service with residential, business, and government white and yellow page listings.
- www.blackbookonline.info/
This site has links to many websites for research and finding information.
- <http://www.superpages.com/?SRC=insp>
You may find addresses if you put in the person's name.
- www.legacy.com/NS/
You can find obituaries from newspapers in the US, Canada and the UK.
- www.langenberg.com
Using a person's name, you can search and find out past and current information.
- www.pipl.com
Search by name, e-mail, username, or phone number. Initial results are free, fee charged for some more in-depth results.
- www.whitepages.com
This is a free directory service.
- <http://ssdi.rootsweb.ancestry.com>
You can find death certificates, social security confirmation, and family trees.
- <http://publicrecords.searchsystems.net>
Search Systems Public Records has multiple links to search for many public records.
- www.switchboard.com
This is a free directory service.
- www.yellowbook.com
This is a free directory service.

- www.zabasearch.com
This is a free directory service.

You can search the social networking websites such as:

- www.myspace.com
- www.facefook.com
- www.reunion.com