

16th Judicial Circuit Family Court
Instructions for Affidavit of Diligent Search and Inquiry and Service By Publication

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**. These instructions are not intended to substitute for legal advice. If you have questions about the law, seek the legal advice of an attorney.

For cases involving children, *Form 12.913(c) Affidavit of Diligent Search* and for cases without children *Form 12.913(b) Affidavit of Diligent Search and Inquiry* has other search locations that may be required in order for you to be in compliance with a diligent search.

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.

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.

Below are some search options available to be used in conjunction with the proper Affidavit of Diligent Search form:

- A. [United States Post Office](#)
- B. Internet Search or www.whitepages.com
 - Type in the person's first and last name and last known city and state.
 - If no results are found, print up the results to attached to your diligent search affidavit.
- C. [Department of Motor Vehicles](#) or www.flhsmv.gov
 - Click on "Resources", then "Forms", choose form (90511 Request for Driver License Records Request Form)
 - Fill out and print the form
 - Choose any of the request types on the form.
 - Mail the form along with either a cashier check, personal check or money order made payable to Division of Motorist Services
 - File the results with the clerk of court once received.
- D. [Florida Department of Corrections](#) or <https://pubapps.fdc.myflorida.com/OffenderSearch/Search.aspx>
 - Print results to attached to Diligent Search Affidavit.
- E. [Federal Bureau of Prisons](#) or www.bop.gov/inmateloc/
 - Print results to attach to Diligent Search Affidavit.
- F. [Servicemembers Civil Relief Act Website](#) or <https://scra.dmdc.osd.mil/scra/#/home>
 - For security, the web address frequently changes. If the web address is not found, a "Google" search of "Department of Defense Official Military Member Lookup" should also bring up the website and a "single records search" can be completed.)
 - You will need to print results to file with Diligent Search Affidavit.

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