

Skip Trace Checklist

A Step-by-Step Guide to Locating Hard-to-Find Recipients

30 Checklist Items Across 5 Phases

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Skip Trace Checklist

For Process Servers and Legal Support Professionals in Oklahoma

This checklist helps you find people who are hard to locate. Follow the steps in order. Each phase builds on the last one. Check off each item as you complete it. Document everything you find.

Skip tracing is the process of finding a person's current location. You may need to do this to serve legal papers. This guide covers free and low-cost methods first. It moves to advanced techniques last.

Phase 1: Database Research

Start with online databases. These are the fastest and cheapest tools. Many are free to use. Run these searches before doing any field work. Record all results, even dead ends.

- Run credit header search** — Use a licensed data provider. Look for current addresses and employer info.
- Check utility connection records** — Search for active utility accounts. These show where someone currently lives.
- Search voter registration records** — Check the Oklahoma State Election Board website. Voter records show current address.
- Check property tax records (county assessor)** — Search the county assessor's site where the person last lived. Look for owned or taxed property.
- Search Oklahoma Secretary of State business records** — Check for business filings at sos.ok.gov. The person may be an officer or agent for a business.
- Run Oklahoma court records search (OSCN)** — Search oscn.net for cases. Look for the person's name as a party or witness.
- Check social media profiles** — Search Facebook, LinkedIn, Instagram, and X. Look for recent posts, check-ins, or location tags.
- Search professional licensing boards** — Check if the person holds a professional license. Verify with the relevant state board.

Phase 2: Public Records

Public records are free to access. They often have current information. Visit the government office in



person if online records are not complete. Bring photo ID and be prepared to fill out request forms.

- Search Oklahoma Department of Public Safety driver records** — Driver license records may show current address. Verify access rules with DPS.
- Check marriage and divorce records at county court clerk** — Visit the court clerk in the county where the event likely occurred. Bring valid identification.
- Search Oklahoma Department of Corrections records** — Check ok.gov/doc for inmate and offender lookup. The person may be in custody or on supervision.
- Check bankruptcy records (PACER)** — If a federal connection exists, search pacer.uscourts.gov. Bankruptcy filings list current addresses.
- Search UCC filings (Secretary of State)** — Check Uniform Commercial Code filings at sos.ok.gov. These show business and financial connections.
- Check foreclosure and lien records at county clerk** — Search county clerk records for property liens or foreclosure filings. These show financial activity.
- Search Oklahoma Sex Offender Registry** — Check the Oklahoma Department of Corrections sex offender lookup. Offenders must register a current address.

Phase 3: Field Investigation

Field work means going to places in person. Use this when database searches do not work. Always be polite and professional. Never trespass or misrepresent who you are.

- Conduct neighborhood canvass** — Talk to neighbors at the last known address. Ask if they know where the person moved. Be respectful of people's time.
- Check with former employers** — Call or visit past workplaces. Ask HR if they have a forwarding address. Respect company privacy policies.
- Visit last known employment location** — Go to the workplace and ask coworkers. They may know the person's current whereabouts.
- Check with known associates and family members** — Contact relatives, friends, or known contacts. Ask if they can pass along a message or provide a current address.
- Monitor known hangout locations** — Visit places the person frequented. Check gyms, churches, clubs, bars, or community centers.

Phase 4: Digital Footprint

A person's online activity can reveal their location. Look at all digital platforms. Save screenshots of any



useful information. Note dates and times of all findings.

- Check email address lookup services** — Use reverse email lookup tools. These may link to social accounts or public profiles.
- Search phone number carriers and associated addresses** — Run reverse phone lookups. Check if the number is still active and where it is registered.
- Check online marketplace accounts** — Search eBay, Craigslist, and Facebook Marketplace. Seller locations may reveal where the person lives.
- Search genealogy and family tree websites** — Check sites like Ancestry or FamilySearch. Relatives listed may help you find the person.
- Monitor obituary and funeral notices** — Check local newspaper obituaries. Family members listed may provide leads to the person's location.

Phase 5: Advanced Techniques

Use these methods when standard searches fail. Some require special access or licensing. Document every attempt for your due diligence affidavit.

- Check tribal enrollment records** — If the person has tribal affiliation, contact the tribal enrollment office. Verify with the specific tribal nation.
- Search military records via DMDC** — If the person may be on active duty, check the SCRA database. Military status affects legal proceedings.
- Check immigration and citizenship records** — If applicable, check with USCIS. Verify status before proceeding with service.
- Engage a licensed private investigator** — If all other methods fail, hire a licensed PI. They have access to specialized databases and tools.
- Document all attempts for due diligence affidavit** — Write down every search you did, the date, and the result. This supports your affidavit of due diligence.

Skip Trace Results Summary

Use this table to record your findings. It helps you track leads and plan next steps. Update it as you work through each phase.



Date	Source	Information Found	Lead Quality	Next Step
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Lead Quality: Hot = Strong lead, follow up immediately | Warm = Possible lead, needs verification | Cold = Weak lead, low priority



Legal Compliance Notes

Skip tracing must follow all laws. Breaking these laws can lead to criminal charges and civil lawsuits. Always stay within legal boundaries. When in doubt, ask an attorney.

Law / Rule	What It Means for You
GLBA (Gramm-Leach-Bliley Act)	You cannot access someone's financial information without legal authority. Do not call banks pretending to be the account holder.
FCRA (Fair Credit Reporting Act)	Credit data can only be used for legal purposes. You must have a valid reason to pull credit headers. Follow all FCRA rules.
Oklahoma Privacy Laws	Oklahoma law protects personal information. Do not share information you find with anyone not involved in the case.
Permitted Methods	Public records, social media, voluntary interviews, licensed database searches, and court records are all allowed.
Prohibited Methods	Pretexting (lying about who you are), hacking, trespassing, mail theft, wiretapping, and impersonating law enforcement are crimes.

Do Not Do These Things

The following actions are illegal. They can result in criminal prosecution, loss of your process server license, and civil liability. Never do any of these when skip tracing.

- Do not pretend to be someone else to get information (pretexting).
- Do not hack into email accounts, social media, or computers.
- Do not trespass on private property to find someone.
- Do not open someone's mail or take packages from their doorstep.
- Do not wiretap phones or record conversations without consent.
- Do not impersonate a police officer, government agent, or court official.
- Do not threaten or harass people to get information.
- Do not place a GPS tracker on someone's vehicle without a court order.



Important Notice

Disclaimer— This document provides procedural information only. It is not legal advice. Just Legal Solutions is not a law firm. We do not provide legal representation. If you need legal advice, please consult a licensed attorney.

The information in this checklist is accurate as of the date below. Laws and procedures change. Always verify current rules with the court or agency before relying on this information.

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