



**INTERNATIONAL
SOCIAL SERVICE
USA**

Thank you for requesting a tracing service from International Social Service-USA. Please read the following carefully. If you wish to continue with the tracing process please sign below and return this with the tracing packet to International Social Service-USA.

- 1) International Social Service-USA does not guarantee that the individual for whom you are searching will be found. Furthermore, International Social Service-USA respects every individual's right to privacy and right to refuse contact with anyone tracing her/him.
- 2) International Social Service-USA will not divulge **any** information including phone, address, e-mail or other identifying contact information except with the written, expressed consent of the individual for whom you are searching.
- 3) International Social Service-USA cannot guarantee a time frame for locating the individual for whom you are searching. Some searches are quite quick, especially when the contact information you provide is fairly recent. In other cases, it may take many months to locate the person.
- 4) The case manager assigned to your case will be in contact at least once a month until the case is completed. If additional information is received during the month you will be contacted within two business days.
- 5) In the event that there is no progress on the case for **more** than 6 months the case manager will contact you to determine if you wish to continue to pursue the tracing.
- 6) No payments will be refunded in the event that the individual for whom you are searching is not found or refuses to have contact with you.

I have read and understood the above statements. I agree to continue with the tracing process until such time as the individual for whom I am looking is found, or it is determined that the individual cannot be found.

/

NAME (Printed/Signature)

Date

International Social Service-USA
22 Light St., Suite 200
Baltimore, MD 21202
443-451-1200
question@iss-usa.org