



## CLIENT INTAKE FORM – SUBJECT INFORMATION SHEET

Client Name:	Case File Name:
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Company
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Client Contact	Additional Contact:
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Phone Number	Phone Number:
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Address
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Address 2
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City	State	Zip
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**Searches Requested ( Please Check All That Apply)**

Basic Background Search	Detailed Background Search	Social Media Research
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County Records Search	Please Specify Counties In the space provided below
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License Affiliation Search:	Criminal Record Search:	Other Search Requests: Specify in Space Below
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**Site Inspection and/or Investigation**

Requested Services:
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Site Address:
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City:	State:	Zip:
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Site Contact:	Site Contact Phone:
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Type of Incident at location:
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Date of Incident:	Time of Incident:
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Description of Incident: If additional space needed please attach on a separate sheet.
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Police Fire EMS or Other Reports Known to exist:
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Case or Report Numbers:

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Photos Available: Please provide
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Video Available: Please provide
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Witnesses: Please provide information on each witness
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**Subject Information:**

**Do You Want Surveillance Performed on this Subject?**

Name:

Alias or Nickname:

<b>Physical Description:</b>	Age	Date of Birth	Height	Weight	Ethnicity
Hair Color		Hair Length	Glasses		Exposed Piercings

Other Identifying Factors:

Active Duty Military:	Branch:	Rank
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Current Assignment Location

Home Address

City	State	Zip-
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Work Address

City	State	Zip-
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Drivers License #	Issuing State	Social Security #
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Can You Provide a Recent Photograph	Do they use Facebook Instagram	Twitter Linkedin
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Known Associates:

Known Hang Outs:

Does This Person Carry a Weapon of any kind?	What Kind of Weapon?
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Briefly Describe Why This Person Is Under Investigation:

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Other Service Requests:

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(All online searches are currently limited to the states and counties that report to the databases that we utilize)