IN THE [NAME OF COURT]
[COUNTY] COUNTY, STATE OF [STATE]

In the Matter of the Estate of [DECEDENT'S FULL NAME], Deceased.	Case No. [case number]

AFFIDAVIT OF DILIGENT SEARCH

as to [NAME OF PERSON SOUGHT]

STATE OF [STATE]
COUNTY OF [COUNTY]

I, [affiant's full name], being first duly sworn, state:

1. **Affiant.** I am over 18 years of age and am [the personal representative / the attorney for the personal representative / a professional genealogist retained by ___]. [Choose one:] I performed the search described below and have personal knowledge of it. *or* The search described below was performed by [researcher or firm], whose report dated [date] is attached as Exhibit A. I have reviewed that report, and the statements below are based on it.

2. **Person sought.** [Full name], the [relationship to the decedent, e.g. niece] of the decedent, who is or may be [an heir / a beneficiary / an interested person] in this estate.

3. **Names searched.** The search covered the following names and variants: [birth name; married and former surnames; nicknames; alternate spellings].

4. **Identifying information.** The search relied on the following identifiers: [date or year of birth; place of birth; parents' names; last known address and its date; last known employer].

5. **Searches performed.** Between [start date] and [end date], the following sources were searched. For each source, the table states its scope (names, places and years covered), the date searched and the result.

Source	Scope	Date	Result
Certified mail to last known address	[address]		Returned / signed for / no response

Source	Scope	Date	Result
USPS change of address / forwarding	All names in paragraph 3		
People-search and public-records databases	[databases used], all names in paragraph 3		
Social Security Death Index and state death indexes	[states], [years]		
Obituaries and newspaper archives	[publications or databases], [years]		
Marriage and divorce indexes	[states], [years]		
Court records: probate, civil, family, criminal	[counties and states]		
Property, tax and voter registration records	[counties and states]		
Federal and state inmate locators	Federal Bureau of Prisons, [states]		
Military status (SCRA / DMDC)	Name and date of birth		
Social media and internet search	[platforms], all names in paragraph 3		
Relatives, neighbors, landlords, employers contacted	[names and how contacted]		

6. **Last confirmed contact or location.** The most recent confirmed information about [name] is [fact, e.g. a utility connection at an apartment in Tucson, Arizona], dated [date], from [source]. From that point, [describe each lead followed and where it ended, e.g. a letter to that address was returned undeliverable on DATE; the property manager confirmed on DATE that the tenant moved out in early 2021 and left no forwarding address].

7. **Result.** [Choose one:] Despite the search described above, I have been unable to locate [name]. To the best of my knowledge, [his / her / their] current residence and mailing address are unknown and cannot be found with reasonable diligence. *or* I located [name] at [address] on [date], as confirmed by [source].

8. **Living or deceased.** [State whether the person is believed to be living or deceased, and the basis, e.g. no death record found in the indexes listed in paragraph 5].

I declare under penalty of perjury under the laws of the State of [STATE] that the foregoing is true and correct.

_____
[Affiant's name]
[Title / firm]

Dated: _____

Subscribed and sworn to before me on [date] by [affiant's name].

_____
Notary Public, State of [STATE]
My commission expires: _____

Template provided by HeirPros (heirpros.com/affidavit-of-diligent-search-template). It is a starting point, not legal advice. Statutes and court forms differ by state, and some courts require their own form. Delete all bracketed text before filing.

Diligent search checklist

Work through each source, and log the date, scope and result for every search. The affidavit is written from that log.

Before you search

□ Every name the person has used: birth, married and former surnames, nicknames, alternate spellings

□ Identifiers: date or year of birth, birthplace, parents' names, last known address and its date

□ Interview family members and the person's known contacts, and note who said what, and when

□ Start a search log now. The affidavit is written from the log at the end, not from memory

Address and contact

□ Certified mail to the last known address (keep the green card or returned envelope)

□ USPS change-of-address and forwarding information

□ Last known phone numbers and email addresses

□ Social media profiles under every name

Public records

□ People-search and public-records databases

□ Property ownership and tax records in each county of residence

□ Voter registration

□ Professional licenses and business filings

□ Driver and vehicle records, where state law permits access

Courts

□ Probate, civil and family court indexes in each county of residence

□ Criminal court records and federal and state inmate locators

□ Bankruptcy filings (PACER)

Death and vital records

□ Social Security Death Index and state death indexes

□ Obituaries, funeral home and cemetery records

□ Marriage and divorce indexes (a name change often hides here)

Other sources

□ Military status (SCRA / DMDC website)

□ State unclaimed property databases

□ Former employers, landlords and neighbors

□ If the person may live abroad: consular contacts and foreign civil registries

Before you sign

□ Every negative finding says where, under what names and for which years

□ The last confirmed contact or location is stated with its date and source

□ Searches are recent (refresh anything more than a few months old before the hearing)

□ The signer can account for the work, or the researcher's report is attached as an exhibit

□ Check your state's statute and any mandatory court form

Checklist by HeirPros, heir search services for probate. Need the search done and the affidavit signed for you? heirpros.com/heir-search-services