

\_\_\_\_\_  
PRINT TODAY'S DATE

**TO: US Army Worldwide Locator**  
ATTN: AHRC-ERP  
Enlisted Records & Evaluation Center  
8899 East 56<sup>th</sup> St  
Indianapolis, IN 46249-5301

**RE:** \_\_\_\_\_  
PRINT DEFENDANT'S FULL NAME  
  
\_\_\_\_\_  
PRINT DEFENDANT'S DATE OF BIRTH  
  
\_\_\_\_\_  
PRINT DEFENDANT'S SOCIAL SECURITY NUMBER

Dear Sir or Madam:

I am writing to request that you search your records to determine if the person named above is a member of the armed forces and, if so, whether you have an address for him/her. (S)he is a defendant in a family law case, and I need this information so I can serve a summons on him/her and/or seek a default against him/her.

I am an immediate family member of this person and am not required to pay a fee.

I am not an immediate family member, and I am enclosing a check or money order for \$3.50 made out to "Treasurer of the United States."

Please notify me in writing of the results of your search. I am enclosing a stamped, self-addressed envelope. Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
SIGN YOUR NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
PRINT YOUR NAME

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER

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**TO: US Navy Worldwide Locator**  
Bureau of Naval Personnel  
PERS 312F  
5720 Integrity Drive  
Millington, TN 38055-3120

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**TO: Public Health Service**  
Office of Commissioned Corps  
1101 Wootton Parkway, Suite 100  
Rockville, MD 20852

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**TO: National Oceanic and Atmospheric Administration**  
Commissioned Personnel Center  
1315 East-West Highway  
Room 12100  
Silver Spring, MD 20910

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**TO: US Coast Guard Worldwide Locator**  
Coast Guard Personnel Command  
CGPC – ADM – 3  
2100 Second Street, NW  
Washington, DC 20593-0001

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**TO: US Marine Corps Worldwide Locator**  
Headquarters, US Marine Corps  
Personnel Management Support Branch MMSB-10  
2008 Elliot Road, Suite 201  
Quantico, VA 22134-5030

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**TO: US Air Force Worldwide Locator**  
Headquarters AFMPC/RMIOL  
550 C Street West, Suite 50  
Randolph AFB, TX 78150-4752

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