



# FULL FARE PROCESS REFERENCE

CHAPTER: 6.00 – Reference Subjects
------------------------------------

SUBJECT: Skip Tracing
-----------------------

REFERENCE #: 6.04
-------------------

EFFECTIVE DATE: 07/01/05
--------------------------

PAGE #: 1 of 2
----------------

## PURPOSE

In order to assure that the maximum number of FARE notices reach defendants, ACS performs skip tracing for addresses sent with a 'bad address' indicator and for all notices returned by the post office as undeliverable. All notices after September 1, 2005 will be printed with a bar code above the defendant's name and address on the portion of the notice that shows through the window envelope on mailing. This bar code enables ACS to scan undeliverable notices quickly to begin address skip tracing.

At the present time, ACS uses Accurint for skip tracing and Accurint uses a database of 33 million records from over 9,000 sources.

## DATA USED IN SKIP TRACING

The following data fields are used in skip tracing:

- Name (first and last name with suffix concatenated)
- Social Security Number, if available
- Address (street number, street name and DOB)
- Date of Birth (DOB)

## SKIP TRACE MATCHING CRITERIA

The matching criteria for Accurint are as follows:

1. Exact match on last name (with suffix concatenated if present) and SSN. If an exact match found, the address will be returned without further checking.
2. If no SSN or if there is no SSN match, then last name (with suffix concatenated if present) and first name
  - a. If the last name and first name are unique; the address for that person will be returned without further checking. This is an option that can be turned off, but with the size of their database is likely to produce a good match.
  - b. If the last name and first name are not unique, then they check for an exact match on prior address (street number, street name and zip code).



# FULL FARE PROCESS REFERENCE

CHAPTER: 6.00 – Reference Subjects
------------------------------------

SUBJECT: Skip Tracing
-----------------------

REFERENCE #: 6.04
-------------------

EFFECTIVE DATE: 07/01/05
--------------------------

PAGE #: 2 of 2
----------------

Note: The DOB is only used to help determine the difference between Jr and Sr, II and III when nothing else will designate the difference. The DOB sometimes helps in sorting aliases.

---

## RELATED REFERENCES:

- 3.00 Pre-Disposition
- 4.00 Post Disposition
- 5.00 Delinquency
- 6.01 Data Elements for FARE
- 6.02 Data Update Requirements

## ADDITIONAL REFERENCES:

- FARE Web site  
<http://www.supreme.state.az.us/fare>