

## Finding a Debtor with LoCTA Hub

The LoCTA Hub provides the facility to search multiple data sets to find the whereabouts of debtors who have moved away owing your Authority money.

### One Click Searching

The easiest and quickest way to find a debtor, is to run a Quick Search to look for a debtor's phone number or email address. If it's in one of the available data sets, you'll find it with just one click.

### Detailed Person Search

If a more detailed search is needed, this can be done in one search, providing results from all the available data sets within the LoCTA Hub.

### Here's how it's done

- Enter all the information that you have available on a debtor
- Use the filters to target your search
  - Chose a start date for the search
    - if you know where a debtor lived up to a certain date, the chances are they moved around that time, use a start date slightly before that
  - Reduce the search by distance
    - Most people only move 10-20 miles away from home, so performing a national search every time can return more results than you'll need
    - Target the search by starting with a smaller distance or starting from the Authority where they were last known to reside
- Choose the data sets that you want to check
  - You'll only be able to access the data that you're allowed to see
  - If you've not entered the criteria needed, the data set not covered by your data will be flagged, you can either add more data, or just run the other searches

All you need to start tracing is a debtor's name.

## LoCTA Limited

 Sovereign House, Stockport Road, Cheadle, SK8 2EA

 0161 696 3690

 [Info@locta.co.uk](mailto:Info@locta.co.uk)

 [locta.co.uk](http://locta.co.uk)

