



COUNTY OF SAN LUIS OBISPO
 DEPARTMENT OF SOCIAL SERVICES
 CHILD WELFARE SERVICES

REQUEST FOR INFORMATION FROM CWS FILE

Minors, parents, legal guardians, and, under certain circumstances, professionals who have been or are involved with Child Welfare Services (CWS) may request copies of certain information in CWS files by completing this form [Welfare and Institutions Code 827.10]. In many cases, the law limits the information an individual may request. For example, the identity of a person who made a report of possible child abuse or neglect is rarely, if ever, disclosed.

Please note that all information requested is **confidential**, and it is unlawful to share or disclose this information to anyone other than your family law, probate or dependency court attorney in matters pertaining to custody and/or visitation.

If you wish to share the information with any other party or present it as evidence in any other court hearing, you **must** file a petition in the San Luis Obispo Juvenile Court to request a court order signed by a Judge to authorize you to do so.

Date: _____
 Name of Requestor: _____
 Requestor Address: _____
 Requestor Telephone Number: _____ Requestor E-mail: _____
 Language Preference: English Spanish Other: _____

Name(s) of Minor(s) you are requesting records on: (Please list additional children in the comments section below)

1. _____	DOB: _____
2. _____	DOB: _____
3. _____	DOB: _____

Minor's Mother's name: _____ DOB: _____ SSN: _____

Your legal relationship to minor(s) / case: _____
 Dates of pending court hearings: _____
 Date(s) of CWS records requested: _____
 Please only enter a date(s) or date span; 'All' or 'Any' is not acceptable.

Specifically, what information would you like copies of?

Why are you requesting these copies?

Additional comments:

The Department will send you an acknowledgment that your request was received within 10 business days of receipt. It is very important that this form is completed accurately and completely, **particularly contact information**, so that we may contact you with any questions. If additional information is necessary to process your request, you will have 10 business days to provide it. If the information is not provided within 10 business days, this request will expire, requiring a new request to be submitted.

FAQs

Q. What options do I have to return this form?

A. There are several ways to return this form:

- You can email the completed form back to ss_CWSRecordRequest@co.slo.ca.us
- You can fax the completed form back to 805-781-1944
- You can mail the completed form back to

Department of Social Services
Attn: Staff Development
P. O. Box 8119, San Luis Obispo, CA 93403-8119

Q. How long will it take to receive the document copies I have requested?

A. Please note that requests for document copies are handled on a first come, first served basis. The length of time to process each request varies greatly and is dependent on several factors, including but not limited to: whether an investigation is still open; the existing number of requests waiting; and how quickly the file becomes available.

The typical processing time may be eight weeks or longer.

Q. What are the associated fees for document copies?

A. A fee of ten cents (.10) per side/per page will be assessed and collected prior to delivery / pick up of document copies. You will be contacted with the total amount due in advance. Please DO NOT send fees with your initial request, as this will delay the processing of your request.

Q. Once my document copies are ready, how long will I have to pick them up?

A. Document copies must be collected within two weeks after notice of completion is provided, unless alternate arrangements are made in advance. If document copies are not picked up by the end of the two week timeframe (and alternate arrangements have not been made), the documents will be destroyed and the request will be considered closed. As such, if you are in need of the documents at a future point, your request must be resubmitted.

Q. May I obtain my document copies without coming in?

A. Yes, to do so, additional documentation is required which must be notarized by a Notary Public at your expense. Please note on your request that delivery is requested and you will be contacted with additional information.