

Request for Copies of Child Welfare Services Records Client Information Form

Please see the information below regarding Child Welfare Services Records Requests.

- The person requesting the records **must** also be the person picking up the records.
- **ID is required** to pick up records.
- You will be called when records are ready for pick up. You will be given instruction for pick up, and the total cost for records.
- Records are picked up at the same location the request was submitted. If you need the office location changed, please request a location change when you receive the call to pick up your records.
- No additional copies will be provided at pickup.
- A **check or money order** payable to **COUNTY OF PLACER** is the only accepted form of payment.

Records requests are processed in the order they are received. Records will be ready for pick up approximately 2-3 weeks after submitting a completed request. If you have not received a phone call to pick up your records within 3 weeks, please call the Records Department at (530) 886-5444.

If you do not pick up your records within 60 days of being notified they are ready, the records will be returned to our records office. To retrieve your records, you will need to resubmit a Request for Release of CWS Records and call the Records Line at (530)886-5444 to arrange for pick up.

Reminder:

Notice to requesting party: Only individuals identified in WIC 10850, 827, 827.10 are allowed to receive copies of juvenile records. Such individuals include: the minor; the parent or guardian who is participating in a family law or probate guardianship case involving custody or visitation issues; the parent or guardian involved in a criminal or juvenile proceedings involving the minor; and the attorney for the parent, guardian or minor provided the attorney is actively participating in the family, probate, criminal or juvenile proceeding involving the minor.

Juvenile records are confidential and are subject to the provisions of Welfare and Institutions Code (WIC) 827 and 10850. It is important that you understand and specifically agree that information you have or will receive, if you are entitled to such information, shall not be copied, publicly exhibited, shown, displayed, or disseminated to any person or agency, other than those persons and agencies authorized under WIC 827 to receive such documents. Unlawful dissemination of this information in any form is a misdemeanor.

Juvenile records may not be used in other court proceedings without prior approval of the presiding juvenile court judge. You may file a petition for use of such records pursuant to WIC 827, wherein the Juvenile Court may set a hearing date to review the records in camera and determine the necessity for disclosure.

**If you have any questions or concerns, you may contact the Records
Department at (530) 886-5444**