

**Instructions for submitting requests for Child Protective Services Records**

1. Print the CPS Records Request Form below and fill it out with as much information as possible. Please be advised that incomplete or inaccurate information may delay the processing of your request.
2. Once completed, the request form may be mailed to or dropped off at:
  - CPS Gatekeeper  
3331 Power Inn Road, Suite 220  
Sacramento, CA 95826You may also fax the form to:
  - CPS Gatekeeper  
Fax # 916-875-6176

<b>IF...</b>	<b>THEN...</b>
You reside in Sacramento and/or wish to pick up the records in person	Bring a picture ID to verify your identity
You reside in a state other than California or far from Sacramento	You must submit the form below with notarized signature. The requested records will be mailed to you via certified mail upon receipt of payment for the per-page copying fee (see #5 below).

3. A charge of \$0.25 per page is due upon receipt of the records. If you are picking up the copies in person, please bring payment with you. **Payment must be made with a money order or cashier's check.** Personal checks or cash will not be accepted. If records are being mailed to you, payment must be received before records can be mailed. Please be advised that the charge per page is subject to change due to cost increases.
4. The CPS Gatekeeper will notify you when your request is ready for pick-up (or mailing) and will let you know the total amount to be paid.
5. Be prepared to show proper identification when claiming your copies.
6. These instructions may be revised at any time. Please make sure to visit this page again should you need additional records in the future to ensure your request is submitted appropriately.

Declaration submitted by: Name: Office/Agency/Court: Street Address: City, State: Telephone Number:	FOR COURT USE ONLY
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO</b> <b>Sitting as the Juvenile Court</b>	
Street Address: <input type="checkbox"/> 9605 Kiefer Blvd. <input type="checkbox"/> 3341 Power Inn Road City and Zip Code:      Sacramento, CA 95827      Sacramento, CA 95826	
Name of Minor: Date of Birth:	
<b>DECLARATION FOR ACCESS TO JUVENILE CASE FILE</b> <b>IN POSSESSION OF JUVENILE COURT</b> (Welfare & Institutions Code § 827, California Rules of Court, rule 5.552)	CASE NUMBER:

I, \_\_\_\_\_, do hereby declare that I am a person described in Welfare and Institutions Code section 827(a)(1)(A)-(O), to wit:

**A. Persons entitled to *inspect and receive copies of juvenile case files***

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Juvenile court personnel. [WIC § 827(a)(1)(A)]</li> <li><input type="checkbox"/> 2. A district attorney, city attorney, or city prosecutor authorized to prosecute criminal or juvenile cases under state law. [WIC § 827(a)(1)(B)]</li> <li><input type="checkbox"/> 3. The minor who is the subject of the juvenile proceeding. [WIC § 827(a)(1)(C)]</li> <li><input type="checkbox"/> 4. A parent or guardian of the minor. [WIC § 827(a)(1)(D)]</li> <li><input type="checkbox"/> 5. An attorney for the minor who is actively participating in criminal or juvenile proceedings involving the minor. [WIC § 827(a)(1)(E)]</li> <li><input type="checkbox"/> 6. An attorney for the parent or guardian of the minor who is actively participating in criminal or juvenile proceedings involving the minor. [WIC § 827(a)(1)(E)]</li> <li><input type="checkbox"/> 7. An attorney representing the petitioning agency in a dependency action. [WIC § 827(a)(1)(F)]</li> <li><input type="checkbox"/> 8. A judge, referee, or hearing officer who is actively participating in criminal or juvenile proceedings involving the minor. [WIC § 827(a)(1)(E)]</li> <li><input type="checkbox"/> 9. A probation officer actively participating in criminal or juvenile proceedings involving the minor. [WIC § 827(a)(1)(E)]</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 10. A social worker or investigator employed by a child protective agency. [WIC §§ 272(a)(1) &amp; 827(a)(1)(H)]</li> <li><input type="checkbox"/> 11. A law enforcement officer, other than a deputy sheriff or city police officer, who is actively participating in criminal or juvenile proceedings involving the minor. [WIC § 827(a)(1)(E)]</li> <li><input type="checkbox"/> 12. A deputy sheriff or city police officer. [WIC § 827(a)(1)(H) &amp; PC § 11165.9]</li> <li><input type="checkbox"/> 13. A probation officer who receives mandated reports of suspected child abuse or neglect pursuant to county designation. [WIC § 827(a)(1)(H) &amp; PC § 11165.9]</li> <li><input type="checkbox"/> 14. A State Department of Social Services employee engaged in the oversight and monitoring of county child welfare agencies, children in foster care or receiving foster care assistance, and/or out-of-state placements. [WIC § 827(a)(1)(I)]</li> <li><input type="checkbox"/> 15. Court-Appointed Special Advocate (CASA). [WIC §§ 827(a)(1)(A) &amp; 103(i)]</li> <li><input type="checkbox"/> 16. A person from an Indian tribe, reservation, or tribal court serving in a similar capacity as those described in section A, numbers 1 or 5-13, in a case involving a minor who is a member of, or who is eligible for membership in, that tribe. [WIC § 827(f)]</li> </ul> |
|---|---|

Your Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

**B. Persons entitled to inspect juvenile case files (no copies)**

- 1. A superintendent or designee of the school district where the minor is enrolled or attending school. [WIC § 827(a)(1)(G)]
- 2. A State Department of Social Services legal staff or special investigator peace officer engaged in the inspection, licensing and investigation of community care facilities. [WIC § 827(a)(1)(J)]
- 3. A person, agency, or member of a multidisciplinary team providing treatment or supervision of the minor. [WIC § 827(a)(1)(K)]
- 4. A judge, commissioner, or hearing officer assigned to a family law case involving the custody and/or visitation of the minor. [WIC § 827(a)(1)(L)]
- 5. A family court mediator actively participating in a family law case involving the minor. [WIC § 827(a)(1)(L)]
- 6. A child custody evaluator actively participating in a family law case involving the minor. [WIC § 827(a)(1)(L)]
- 7. An attorney appointed for the minor in a family law case. [WIC § 827(a)(1)(L)]
- 8. A statutorily authorized or court-appointed probate investigator who is actively participating in an active guardianship case involving the minor. [WIC § 827(a)(1)(M)]
- 9. A statutorily authorized or court-appointed investigator pursuant to Family Code section 7663, 7851, or 9001 in an active case. [WIC § 827(a)(1)(M)]
- 10. A local child support agency employee engaged in establishing paternity and/or establishing and enforcing child support orders. [WIC § 827(a)(1)(N)]
- 11. A juvenile justice commissioner appointed pursuant to Welfare and Institutions Code § 225. [WIC § 827(a)(1)(O)]
- 12. A person from an Indian tribe, reservation, or tribal court serving in a similar capacity as those described in section B, numbers 3-9, in a case involving a minor who is a member of, or who is eligible for membership in, that tribe. [WIC § 827(f)]

I further declare:

- C. I am requesting to view and/or receive copies of the juvenile case file concerning the above-named minor for use in my capacity described above, and will not share any portion of the records released to me or information relating to their contents, other than as provided by law. \_\_\_\_\_[Initial]
- D. I will not attach any portion of the juvenile case file or any information relating to the contents of the juvenile case file to any other document without the prior approval of the Presiding Judge of the Juvenile Court, unless they are used in connection with and in the course of a criminal investigation or prosecution, a proceeding to declare a person a dependent child or ward of the Juvenile Court, or a proceeding described in Welfare and Institutions Code section 827(a)(1)(l) by the State Department of Social Services. \_\_\_\_\_[Initial]
- E. Designation of Authorized Agent: I authorize \_\_\_\_\_ as my agent to view and/or receive copies of the requested records.

I declare under penalty of perjury that the above is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ in Sacramento, California

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Title

If applicable, indicate the following:

- State Bar No. (Attorneys): \_\_\_\_\_
- Badge No. (Law Enforcement): \_\_\_\_\_
- Agency Case No.: \_\_\_\_\_
- Related (non-juvenile) Case No.: \_\_\_\_\_

For Court Use Only			
<input type="checkbox"/> GRANTED	<input type="checkbox"/> DENIED	Date: _____	By Clerk: _____