

HOW TO REQUEST CHILD WELFARE SERVICES (CWS) RECORDS

1. If you are interested in obtaining a copy of your CWS records, please submit a [DSS CWS 626 Request for Information from a CWS File](#) request in writing. The request **must include** the following information:

- Your name
- The name and date of birth of the child about whom you are requesting records
- Your relationship to the child
- The purpose of your request and information you are seeking
- Whether you are seeking these records for an upcoming court appearance
- Your current mailing address
- Your contact telephone number

If you are a retained attorney seeking records on behalf of a client, in addition to the DSS CWS 626, please submit an authorized representative form signed by your client, or attach a recent minute order specifying that you are the attorney of record.

2. Once this information has been received, your request will be logged and handled on a first come, first serve basis. We will contact you to confirm receipt of the DSS CWS 626.
3. When the records have been prepared, we will contact you to let you know they are ready for release.

Please Note: Payment for the cost of photocopying services is 10¢ per page after the first 50 pages. We will need to collect the payment prior to delivering the records in person. Please be advised that we only accept cash.

4. If you are not able to pick up the records in person we can email the records to you; however you would need to fill out and return the following forms:
 - a. [DSS CWS 123 Request for CWS Copies via Mail, Fax or E-Mail](#) **and**
 - b. [DSS CWS 480 Copying Juvenile Dependency Court Records Notice](#)

These forms have instructions on the [DSS CWS 127 Instructions for Requesting CWS Photocopies via Mail or Fax](#).