



P.O. BOX 8119 San Luis Obispo, CA 93403-8119

Request for File Contents to be Mailed/Faxed

You have been identified as a parent or dependent (or former dependent) who may have access to contents in their child Welfare Services file. We will need to ensure your identity before releasing the file to you. You can arrive at our office with photo identification and sign a DSS CWS 480: "Notice to Persons Inspecting or Copying Juvenile Case Records", or you can:

- Hire a licensed notary (at your expense) to provide written verification of your identity, and;
- Sign form DSS CWS 480: "Notice to Persons Inspecting or Copying Juvenile Case Records" (enclosed), and;
- Sign form DSS CWS 123: "Request for CWS Photocopies via Mail or Fax", and;
- Send above forms to my attention by email, fax or mail.

Upon receipt of these forms, a decision will be made to email, fax or mail the requested contents to you. Please note, a photocopying fee may be charged and is payable prior to your receipt of the photocopies/fax.

Information sent to you will be marked as STRICTLY CONFIDENTIAL TO BE OPENED ONLY BY THE PERSON TO WHOM ADDRESSED. You may elect to have your mail sent to you by Certified Mail for your signature at your expense. Be advised that the Department assumes no responsibility or liability after the requested materials are deposited in the mail, emailed or faxed by the Department.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Heather J. Zickuhr".

Heather Zickuhr
Social Worker

(805) 781-1883, desk
(805) 781-1944, fax