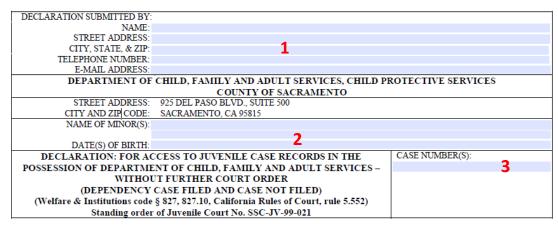
Complete the form in full. Incomplete forms must be corrected and will delay the processing of your records request. If you have any questions about how to complete or submit the form, contact the CPS Gatekeeper of records at:

#### CPSGatekeeper@saccounty.gov or (916) 875-6350

#### **Every Requester:**

- **1.** Complete the *Declaration Submitted By* box at the top of the form with your contact information. Fill in ALL information.
- 2. Include the name of <u>every child (minor)</u> for whom you want records. The <u>date</u> <u>of birth</u> for every child is required. Information will only be released for children listed on the form.
- **3.** Fill in the case number if known. This can be left blank if not known
- **4.** Fill in your name in the blank section of the line that states, "I (write in your name), do hereby declare..."



I, do hereby declare that I am a person described in Welfare and Institutions Code § 827(a)(1)(A)-(R) or 827.10, to wit:

5. Depending on your relationship to	A.		Persons entitled to <i>inspect and receive</i> copies of juvenile Code Section 827.	e case file	s pur	suant to Welfare and Institutions
the child, check the correct box in Section A.	1	1.	Juvenile Court personnel. [WIC § 827(a)(1)(A)]		9.	A Probation Officer <i>actively</i> participating in criminal or juvenile proceedings involving minor [WIC § 827(a)(1)(E)]
	2	2.	A district attorney, city attorney, or city prosecutor authorized to prosecute criminal or juvenile cases under state law.  [WIC § 827(a)(1)(B)]		10.	A probation officer who received mandated report of suspected child abuse or neglect pursuant to county designation.  [WIC § 827(a)(1)(H) & PC § 11165.9]
<u>Child who is now an adult (self):</u> Check <u>box 3</u>	3	3.	The minor who is the subject of the juvenile proceeding. [WIC § 827(a)(1)(C)]	investigating or participating juvenile proceedings involvin	All law enforcement officers, who are <i>actively</i> investigating or participating in criminal or	
	4	4.	The minor's parent or guardian. [WIC § 827(a)(1)(D)]		juvenile proceedings involving the minor. [WIC § 827 (a)(1)(E) & PC § 11165.9]	
Parent: Check box 4	5	5.	An attorney for the minor who is <i>actively</i> participating in criminal or juvenile proceedings involving the minor. [WIC § 827(a)(1)(E)]		12.	A social worker or investigator employed by a child protective agency.  [WIC § 272(a)(1) & § 827(a)(1)(E) & (H)]
<u>Legal Guardian with Guardianship papers:</u> Check box 4	6	6.	An attorney for the parent or guardian of the minor who is <i>actively</i> participating in criminal or juvenile proceedings involving the minor.  [WIC § 827(a)(1)(E)]		13.	A State Department of Social Services employee engaged in the oversight and monitoring of count child welfare agencies, children in foster care or receiving foster care assistance, and/or out-of-sta placements.  [WIC § 827(a)(1)(I)]
	7	7.	An attorney representing the petitioning agency in a dependency action. [WIC § 827(a)(1)(E) & (F)		14.	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)]
	8	8.	A judge, referee, or hearing officer who is actively participating in criminal or juvenile proceedings involving the minor.		15.	Court Appointed Special Advocate (CASA). [WIC § 827(a)(1)(A); § 103(i)]

- **6.** Fill in your name in the *Your Name* section on page 2
- 7. Depending on your relationship to the child, check the correct box in Section B, on page 2.

Child who is now an adult (self):

Do not check a box in this section

Parent: Check box 2

<u>Legal Guardian with Guardianship papers:</u> Check <u>box 2</u>

8. Depending on your relationship to the child, check the correct box in Section C, on page 2.

<u>Child who is now an adult (self):</u> Do <u>not</u> check a box in this section

Parent: Do not check a box in this section

<u>Legal Guardian with Guardianship papers:</u>
Do <u>not</u> check a box in this section

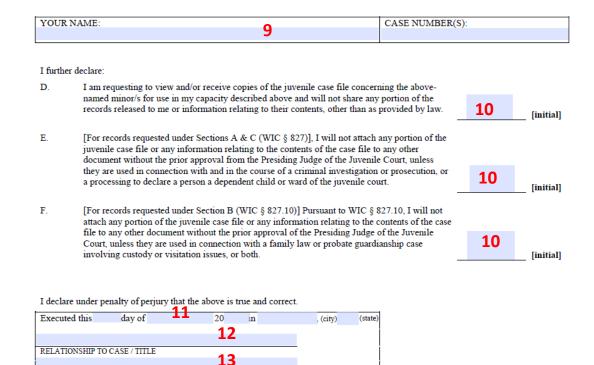
YOUR NA	AME: <b>6</b>		CASE NUMBER(S):
16.	The Department of Justice, to carry out its duties pursuant to Sections 290.008 and 290.08 of the Penal Code as the repository for sex offender registration and notification in California. [WIC § 827(a)(1)(P)]	17.	A person from an Indian tribe, reservation, or tribal court serving in a similar capacity as those described in Section A, numbers 1, or 5-12, in a case involving a minor who is a member of, or who is eligible for membership in, that tribe.  [WIC § 827(f)]
	Persons entitled to <i>inspect and receive</i> copies of Juvenil guardianship case involving custody and/or visitation i		
1.	The judge, commissioner, or other hearing officer assigned to the family law or probate guardianship case. [WIC § 827.10(a)(1)] The parent or guardian of the minor. [WIC § 827.10(a)(2)]	5.	A court-appointed investigator, evaluator, or a person conducting a court-connected child custody evaluation, investigation, or assessment pursuant to Section 3111 or 3118 of the Family Code of Part 2 (commencing with Section 1500) of Division 4 of the Probate Code.  [WIC § 827.10(a)(5)]
3.	An attorney for a party to the family law or probate guardianship case. [WIC § 827.10(a)(3)]	6.	Counsel appointed for the minor in the family law case pursuant to Section 3150 of the Family Code. Prior to allowing counsel appointed for the minor
4.	4. A family court mediator assigned to a case involving the minor pursuant to Article 1 (commencing with Section 3160) of Chapter 11 of Part 2 of Division 8 of the Family Code.  [WIC § 827.10(a)(4)]		in the family law case to inspect the file, the court clerk may require counsel to provide a certified copy of the court order appointing him or her as the counsel for the minor.  [WIC § 827.10(a)(6)]
c.	Persons entitled to <i>inspect</i> juvenile case files pursuan	t to Welfare and	d Institutions Code Section 827. (No Copies)
1.	A superintendent or designee of the school district where the minor is enrolled or attending school.  [WIC § 827(a)(1)(G)]	4.	A juvenile justice commissioner appointed pursuant to Welfare and Institutions Code § 225 [WIC § 827(a)(1)(O)]
2.	A person, agency or member of a multidisciplinary team providing treatment or supervision of the minor. [WIC § 827(a)(1)(K)]	5.	A person from an Indian tribe, reservation, or tribal court serving in a similar capacity as those described in Section C, number 2-3, in a case involving a minor who is a member of, or who i eligible for membership in that tribe.  [WIC § 827(f)]
3.	A local child support agency employee engaged in establishing paternity and/or establishing and enforcing child support orders. [WIC § 827(a)(1)(N)]		

PRINT NAME

SIGNATURE

#### **Every Requester:**

- **9.** Fill in your name in the *Your Name* section on page 3
- **10.**Sign your initials for paragraphs D, E, and F
- **11.** Fill in the *Executed this day* section with the date you complete the form. Put in day of the month first, then month, then year. Fill in the city and state you are in when completing the form.
- **12.**Fill in your relationship to the case/title: Adult Minor, Mother, Father, Legal Guardian, etc.
- 13. Print your name
- 14. Sign your name



14

**15.** Attorneys, law enforcement, mediators, etc. complete this section as applicable. Parents, guardians, and minors do not need to complete if no case number is known.

If applicable, indicate the following:

State Bar No. (Attorneys):

Badge No. (Law Enforcement):

Agency Case No.:

Related (non-juvenile) Case No .:

Once you have completed the request form, email to CPSGatekeeper@saccounty.gov. The form must be emailed as one PDF attachment. You may also submit in person to the Gatekeeper at: 925 Del Paso Blvd., Ste. 500, Sacramento, CA 95815