

TCDHS CHILD WELFARE RECORDS REQUEST FORM

1. A request for child welfare records may be made by a parent, guardian, legal custodian, or other person responsible for the health or welfare of a child named in a report, or an assigned designee of any such person acting by and through a validly executed power of attorney, or an adult who was subject to a child welfare assessment or case as a child.
2. The request can be made in person at the Teller County Department of Human Services, email at (Teller.CountyHL@state.co.us) or submitted through the Teller County Website (Department of Human Services). **A Photo Identification of requestor is required before records will be released and should be presented at time of request.**

3. The following information must be provided:

Name of Child: _____ DOB _____ Last 4 of SSN _____

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Requestor Name: _____ DOB _____ Last 4 of SSN _____

Requestor Relationship: _____ Date of Request: _____

Requestor Contact information: **(A copy of the requestors ID (along with a validly executed power of attorney for an assigned designee as defined in paragraph 1) will be required before records will be released, and should be provided with the request)**

Phone Number: _____ Mailing Address: _____

Approximate Date of Child Welfare Involvement: _____

Type of information requested: _____

☐ Will Pick up

☐ Mail to address above

4. Charges involved for the requestor will follow Resolution Number 06-26-2014 (22) of the Board of County Commissioner of Teller County, Colorado, at the discretion of the Child and Family Services Administrator based on the size of the request. This cost is \$0.25 a page.

5. Time frames for responding to the request for records will be 30 – 60 days.
6. Please note, all files shall be edited to redact the reporting party information and shall have removal of all other confidential information that is protected by law.
7. For questions about this request call 719-686-5532.

NOTICE: THE INFORMATION FURNISHED TO YOU BY THE TELLER COUNTY DEPARTMENT OF HUMAN SERVICES THROUGH THIS REQUEST REMAINS CONFIDENTIAL AS DEFINED BY C.R.S. §19-1-307 AND ANY RELEASE OF THE DATA OR INFORMATION TO PERSONS NOT PERMITTED ACCESS TO SAID INFORMATION COMMITS A CLASS 1 MISDEMEANOR AND SHALL BE PUNISHED AS PROVIDED IN C.R.S. §18-1.3.501