



Fighting for Children's Rights

# How to Get Your Child Welfare Records



## Whose Records Are Available?

Any child who was under the supervision or the custody of the Department of Children and Families. Including:

- Children subject to an investigation, but not removed.
- Children in out of home care who were returned to a parent or relative
- Youth who "aged-out" of care

## Who Can Get Records?

The child, the child's caregiver, guardian ad litem and attorney.

## How Much Does It Cost?

The child is entitled to one free copy.

## How Do I Get Them?

Ask the Community Based Care lead agency for a copy of your records.

- You do not have to ask in writing, but you can keep track better if you do.
- You may use the attached form.
- If you can, include the name of the "Single Point of Contact" on your request. (See next page)

## How Long Do I Have To Ask For Them?

There is no specific time frame. The law now requires that your records be kept until you are 30 years old.

## When Will I Get Them?

It will probably take 30 days.

- You should receive notice if it will take longer than 30 days.
- If you do not get your records, or a notice, contact the DC Regional Contact

## What Should Be In My Records?

At the very least, your records should include:

- The name and address of all locations where you were placed – including foster homes, shelters, group homes, and treatment facilities;
- Court related documents, including: case plans, pre-disposition reports, judicial review reports, court orders, and guardian ad litem reports;
- All evaluations, comprehensive assessments, medical health history, mental health reports, hospitalization / residential setting records;
- School records and report cards;
- Letters and photographs; and
- All other information required by law

## Why Are Some Things Blacked Out?

Information about other people will be "redacted" (deleted) if a state or federal law requires it to be kept confidential. It may be blacked out, or show up as a blank space on the document.

## What Should I Do If They Won't Give Me My Records?

Contact the Regional Contact for DCF and request assistance

Contact your attorney, if you have one.

Contact Florida's Children First at

[FCF@floridaschildrenfirst.org](mailto:FCF@floridaschildrenfirst.org) so we can help you find a lawyer

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| <p style="text-align: center;"><i>Make a Note for Your Records</i></p> <p>Date of Request: _____</p> <p>Person I gave request to: _____</p> |
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## Request for Child Welfare Records

To: \_\_\_\_\_  
(Name of Community Based Care Lead Agency)

Attention: \_\_\_\_\_  
(Name of Single Point of Contact)

**Please provide me with a complete copy of my child welfare record pursuant to Florida Statute §39.00145.**

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

Date of Birth: \_\_\_\_\_

**Current Contact Information:**

Cell phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Facebook Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

The best way to reach me is: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Name of Person Request Provided to: \_\_\_\_\_