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REQUEST FOR RECORDS

Denni Penilla
Custodian of Records

First 20 pages \$5.00, after that it is \$0.25 per page

Today's Date: _____

Once the request is completed, we will contact you to discuss your options for receiving records.

Your Name: _____

Your DOB: _____ Your SSN: _____

Your Address: _____

Telephone Number: _____ Email Address: _____

Person You Are Requesting Records For and Your Relationship: _____

Name: _____ DOB/SSN _____

Name: _____ DOB/SSN _____

Please list the SPECIFIC and the EXACT information being requested (i.e. referral/case number(s), time frame of incident, etc.)

Please Note:

- If you are not a parent to the client, your request will not be processed until DHS is in receipt of a court order showing you have legal custody/guardianship or a valid release/power of attorney signed and notarized by a parent. If you are a third party requesting records, you will need a notarized signed release
- The Custodian of Records will not release records or reports that were created by another agency (such as police reports and/or hospital records, etc.) and cannot speak to the existence of (or your entitlement to) additional records under C.R.S. § 24-72-201 et seq. and 24-72-301 et seq. You would need to contact the records custodians of those agencies to discern whether the records exist and your entitlement to them.

You may email your request (with a copy of your ID) to dhsrecordsroom@elpasoco.com

(Please note: The process may take up to 30 days.)

Please note that records and reports of child abuse and neglect are confidential pursuant to C.R.S. 19-1-307. Recipients of these records are solely responsible for ensuring the records remain confidential and may not further disseminate the information contained therein.

