



**NAPA COUNTY**  
Health & Human  
Services Agency

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Child Welfare Services Division

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Deputy Director - Child Welfare Services

### **CPS RECORDS REQUEST**

Only closed records will be processed. Pending the number of referrals requested, it can take a minimum of two weeks to two months. Photo ID is required when requesting & picking up records.

1. a) Requester's Name: \_\_\_\_\_
- b) Date of Birth: \_\_\_\_\_
- c) Address: \_\_\_\_\_
- d) Phone Number: \_\_\_\_\_
- e) Email: \_\_\_\_\_

2. What is the relationship between the person requesting records and child/children?  
\_\_\_\_\_

3. Full name and date of birth for all of the children for which records are being requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What is the mother's name? \_\_\_\_\_

5. Who is the child living with? \_\_\_\_\_

6. What is the child's address? \_\_\_\_\_

7. What is the date of the referral or case history the individual is requesting? Be specific.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note:** A juvenile case file, any portion thereof, and information relating to the content of the juvenile case file, may not be made as an attachment to any other documents without the prior approval of the presiding judge of the juvenile court, unless it is used in connection with and in the course of a criminal investigation or a proceeding brought to declare a person a dependent child or ward of the juvenile court. (See Welfare and Institutions Code section 827 (a) (4)).