MDHHS-6184, REQUEST FOR CHILD PROTECTIVE SERVICES (CPS) FOR RECORDS

Michigan Department of Health and Human Services (MDHHS)
(Revised 4-26)

MDHHS CPS records are confidential as outlined by the Michigan Child Protection Law. MCL 722.621 et seq. Review and complete all areas in this form. Incomplete requests will not be processed. Process time is dependent upon the type, volume, and extent of the records requested. **Return pages 1-2 and any other required documentation to any MDHHS County Office.**

SECTION 1 – MICHIGAN CHILD PROTECTION LAW AUTHORITY

Select one option for the requester and confirm requirements for submission are met or provided

- ☐ Alleged Perpetrator/Perpetrator
- ☐ Attorney
- ☐ Child Placing Agency/Family Division of Circuit Court
- ☐ Child Protective Agency for investigation purposes of child abuse and/or neglect
- ☐ Friend of the Court
- ☐ Law Enforcement/Prosecuting Attorney for investigation purposes of child abuse and/or neglect
- ☐ Legal Parent, Custodian, Guardian
- ☐ Michigan LGAL
- ☐ Tribal Representative ☐ (a) ☐ (d) ☐ (e)
- ☐ Victim who is now an adult
- ☐ Other (describe)

SECTION 2 – REQUESTER INFORMATION

Name (Last, First)	Previous Name(s)		
Mailing Address	City	State	Zip Code
Phone Number	Email Address		

SECTION 3 – REQUESTING RECORDS OF

Name (Last, First)	Date of Birth	Relationship
Name (Last, First)	Date of Birth	Relationship
Name (Last, First)	Date of Birth	Relationship
Name (Last, First, M.I.)	Date of Birth	Relationship

Only the last CPS Investigation report the requester is authorized to receive will be provided unless **specified details and corresponding dates** are provided to aid in the location of the record(s). If the investigation has not been concluded, no report can be provided.

Date of Incident (Note if Approximate)

Record Requested

Details

SECTION 4 – RECORD DELIVERY TYPE

☐ Mail ☐ Call for pick-up ☐ Email

NOTE: By including your email address, you hereby agree to accept the service of documentary evidence, pleadings, motions, briefs, and other case-related papers in this matter may be accomplished by e-mail service as provided by Mich Admin Code R 792.10110(2). The information transmitted is deemed confidential and is protected by the Michigan Child Protection Law. Anyone who violates this protection (or improperly requests release of this information) is guilty of a misdemeanor and is civilly liable for damages (1975 PA 238, as amended, MCL 722.621 et seq.).

SECTION 5 – CERTIFICATION AND SIGNATURE

I certify that I am the person requesting information and all statements and information are true. Submitting a fraudulent request may result in prosecution, MCL 722.633. I understand that all the information I receive is confidential and shall not be further disclosed.

Signature of Requester	Printed Name of Requester	Signature Date

Confidentiality Notice: Communication and any attachments are intended solely for the use of the named recipient(s) and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure, or distribution of any confidential and/or privileged information contained in this email is expressly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy.

FOR MDHHS USE ONLY

DATE RECEIVED

SECTION 6 – REQUIREMENTS

☐ MCL 722.627(1)(f) A person named in the report as a **perpetrator or alleged perpetrator** of the child abuse or child neglect.

- Photo ID.
- The requested delivery can be USPS mail delivery, email or an in-person pick up at the county office. If the requested delivery is by mail, it must be mailed to the address on the photo ID. If the address has changed, additional proof such as an electricity bill in the requestor's name must be provided.

☐ **Attorney** for an authorized requester.

Proof of representation is required, including but not limited to one of the following:

- Statement by the attorney stating who they represent.
- Statement by the client indicating who their attorney is.
- A document filed with the court indicating who the attorney represents.
- The requested delivery is to the attorney or their staff and not a third party.
- The requested delivery can be USPS mail delivery, email or an in-person pick up at the county office.

☐ MCL 722.627(1)(k) A **child placing agency** to investigate an applicant for adoption, foster care applicant or license who are responsible for the care and welfare of children, to determine suitability of a home for adoption or foster care ***or*** MCL 722.627(1)(l) **Family Division of Circuit Court** staff authorized by the court to investigate foster care applicants and licensees, employees of foster care applicants and licensees, adult members of the applicant's or licensee's household, and any other person in the home who are directly responsible for the care and welfare of children, for the purpose of determining the suitability of the home for foster care. A copy of the application that is dated within less than a year or authorization from the applicant(s).

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- The requested delivery can be USPS mail delivery, email or an in-person pick up at the county office.

☐ MCL 722.627(1)(t) **Friend of the court**

- The requested delivery is to the court or court staff at a government contact can be by USPS mail delivery, email or an in-person pick up at the county office.

☐ MCL 722.627(1)(b) a **police or other law enforcement agency investigating** a report or known or **suspected child abuse or child neglect**.

- The request must be for the purpose of investigating known or suspected child abuse or neglect.
- This includes tribal law enforcement /tribal prosecuting attorney.
- The requested delivery is to the agency or attorney or attorney's staff at a government contact by USPS mail delivery, email or an in-person pick up at the county office.

☐ **Legal Parent, guardian or custodian** of the child victim. Parents whose parental rights are intact (custodial, non-custodian, birth or adoptive) or legal guardian or custodian of children who are subject of a Children's Protective Services referral.

- Photo ID.
- Proof of parentage may be required.
- Proof of court appointment for a guardian or custodian.
- The requested delivery can be USPS mail delivery, email or an in-person pick up at the county office. If the requested delivery is by mail, it must be mailed to the address on the photo ID. If the address has changed, additional proof such as an electricity bill in the requestor's name must be provided.

☐ MCL 722.627(1)(j) **Lawyer Guardian ad Litem**/attorney appointed to the child in a **Michigan** court.

- A copy of the lawyer's Order of Appointment as an attorney for the child.

☐ Tribal Representative

- MCL 722.627(1)(a) Tribal protective service agency investigating child abuse or neglect.
- MCL 722.627(1)(d) Tribal agency that is authorized to place an alleged Indian child victim of child abuse and/or neglect.
- MCL 722.627(1)(e) Indian child's tribe where active efforts must be provided or agency providing services to an individual/family.
- Contact information for tribal representative requesting the information and delivery information (mail, email, or fax).

☐ MCL 722.627(1)(f) **Victim** who is now an adult at the time of the request.

- Photo ID.
- The requested delivery can be USPS mail delivery, email or an in-person pick up at the county office. If the requested delivery is by mail, it must be mailed to the address on the photo ID. If the address has changed, additional proof such as an electricity bill in the requestor's name must be provided.