



Allegheny County Children, Youth and Families Record Request

An Allegheny County Children, Youth and Families (CYF) consumer, or their legal representative, wishing to obtain copies of their consumer records must complete the attached CYF Client Records Request form.

Upon receipt of the Records Request form, the Records Division will contact the requestor within five business days to acknowledge receipt, update the requestor on the status of the request, and/or clarify any ambiguity in the request.

If it is determined that there are no applicable records to release, Records Division staff will notify the requestor and, if possible, direct the requestor to the appropriate custodian of the records.

If CYF is in possession of the applicable records, a copy of the records will be provided to the requestor as soon as possible in accordance with procedures. Some records are subject to redaction prior to being released.

After completing the attached form, please send it to email address below:

CYF records: CYFRecordRequest@AlleghenyCounty.us

***Any additional releases when the requestor is not the client can also be sent to this email address.**



Allegheny County Children, Youth and Families

Record Request

Requestor Information—Please Type or Print

First Name: _____ MI: _____ Last Name: _____

Telephone #: _____ Date of Birth: _____

E-mail Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Preferred Delivery: _____ Email _____ Pick Up _____ Certified Mail

Were any members of this request adopted? No Yes— If Yes, provide name(s) and DOB(s)

Records Request Information: Please be as specific as possible in describing the records being requested. Include full names, dates of birth (DOB), addresses and relationships of all parties whose records are being requested. Please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Signature: _____ Date: _____