



INLAND REGIONAL CENTER

...valuing independence, inclusion and empowerment

P. O. Box 19037, San Bernardino, CA 92423

Telephone: (909) 890-3000

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CONFIDENTIAL CONSUMER INFORMATION

Inland Counties Regional Center, Inc.

See California Welfare & Institutions Code Section 4514

RECORDS REQUEST

Consumer Name: _____ DOB: _____

Person Requesting Record(s): _____

Relationship to Consumer: Self Parent/Guardian Conservator Attorney Other: _____

Mailing Address: _____

City, State, Zip: _____

Telephone Number: _____

*Pursuant to California Welfare and Institutions Code Section 4514, all information obtained by a regional center in the course of providing services is confidential. A copy of legal documentation **must be attached** by the requested party if they are legally authorized to obtain records (i.e., Legal Guardian/Conservator/Attorney of the Consumer). Applicable documentation may include: Letter of Conservatorship, Letter of Guardianship, Order of Adoption, Authorization to Obtain Confidential/Protected Health Information.*

Preferred Deliver Method: Pick-Up Certified Mail (*Mailing costs will be applied*)

Specify the Type/Date of Records: _____

Please be advised this agency is a social services agency which does not have the following records: explanation of benefits, payments, adjustments, write-offs, balances due, itemized billing charges, X-rays, MRI's, myelograms, tomograms, MRA's, PET scans, CAT scans, fluoroscopy, documents including sign-out sheets or communications which demonstrate that any items were checked out or removed from a medical facility.

Pursuant to Evidence Code Section 1158, Inland Regional Center may charge the following sums for producing the client records: \$.20 per page and/or \$16 per CD and cost of postage. An additional processing fee of \$15.00 will be applied to third party process servers/copy services. **PAYMENT IS REQUIRED PRIOR TO RELEASE OF RECORDS.** In those cases where the records exist in an electronic format and the requestor elects to have the records e-mailed or transferred to a portable electronic device, IRC will not charge a fee. Fees will not apply to requests related to a pending fair hearing matter or by non-profit or government agencies. In order for fees to be waived, a written request and documentation of income must be submitted for approval by the Consumer Services Coordinator and Program Manager of the Legal Affairs Department.

Date

Signature