



INLAND REGIONAL CENTER

...valuing independence, inclusion and empowerment

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

Telephone: (909) 890-3000

Fax: (909) 890-3001

CONFIDENTIAL CONSUMER INFORMATION

Inland Counties Regional Center, Inc.

See California Welfare & Institutions Code § 4514

RECORDS REQUEST

Consumer Name: _____ DOB: _____

Person Requesting Record(s): _____

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

Mailing Address: _____

Telephone Number/E-mail: _____

Reason for Disclosure: _____

*All information obtained by a regional center in the course of providing intake, assessment and services is confidential. A copy of any legal documents that establish the authority of the requesting party to obtain records **must be attached** (i.e., Legal Guardian/Conservator/Attorney of the Consumer). Applicable documentation may include: Letters of Guardianship, Letters of Conservatorship, Order of Adoption, Authorization to Obtain Confidential/Protected Health Information.*

Specify Type and Date Range of Records: _____

Our records are stored electronically. Please note, there may be a delay in scanning new records. Only records that have been processed and scanned and that are available electronically can be provided.

Preferred Delivery Method: E-mail Pick-Up Certified Mail (*Mailing costs may be applied*)

Recipient Name, Mailing Address, E-mail, Fax (*if different from requesting party*): _____

Pursuant to *Welfare & Institutions Code* § 4725 and 17 CCR § 52167, Inland Regional Center may charge a reasonable fee for producing records: \$.10 per physical page or \$16 per CD plus the 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 THE RELEASE OF RECORDS.** Fees will not apply to record requests related to a pending fair hearing matter or by non-profit or government agencies. Fee waivers must be submitted in writing for approval. Consumers or their legal guardians/conservators will not be charged for production of electronically stored records. Electronically stored records may be copied to a CD, e-mailed or faxed. Encryption software will be used whenever possible.

Date

Signature