

Request for Other Individual's Records under The Child and Family Services Act

FOR QUESTIONS OR TO SUBMIT YOUR FORM

Records & Privacy

14th Floor – 1920 Broad Street

REGINA, SK S4P 3V6

Phone: 306-787-0227 | Fax: 306-798-5550

Email: access.privacy@gov.sk.ca

Once we receive the form, we will contact you by phone or email to review the information and to explain the process to you. If you have any questions, you can contact our office.

Requester Contact Information:

First and Last Name		Organization	Phone Number	
Street/Box Number	Street Name	City/Town	Province	Postal/Zip Code
Email Address				

Client's Information:

Current Last Name		First Name	Middle Name	
Previous Last Names (e.g., Maiden Name, Name at Birth)				
Street/Box Number	Street Name	City/Town	Province	Postal/Zip Code
Country	Phone Number	Alternate Phone Number		
Date of Birth (mm/dd/yyyy)	Email Address			

What Records Do You Wish to Access?

Check all that apply:

- Child In Care Records
- Adoption Records
- Provider Records
- Involvement with Child & Family Services (Protection Information)

Is there a specific time period you are looking for?

Is there any other information you can provide to help our search?

Please attach two pieces of identification. One primary piece and one secondary piece is required.

PRIMARY IDENTIFICATION	SECONDARY IDENTIFICATION
<ul style="list-style-type: none">• Driver's license• Passport• Canadian Citizenship Card• Permanent Resident Card• Canadian Record of Landing/Canadian Immigration Identification Record• Certificate of Indian Status• Métis Nation/Federation Photo ID	<ul style="list-style-type: none">• Health Card• Birth certificate• School ID card (student card)• Bank or credit card (only if applicant's name is on card)• Vehicle registration (only if applicant's signature is shown)• Picture employee ID card• Other documents which would be considered acceptable identification for cheque cashing purposes at banks or other financial institutions