# REQUEST FOR ACCESS TO RECORDS

Date: {{current\_date}}

To:

Direction de la protection de la jeunesse (DPJ)

{{agency\_address}}

{{agency\_city}}, {{agency\_province}} {{agency\_postal\_code}}

From:

{{parent\_name}}

{{parent\_address}}

{{parent\_city}}, {{parent\_province}} {{parent\_postal\_code}}

Reference: {{case\_reference}}

Regarding: {{child\_name}}, born {{child\_dob}}

Dear Sir/Madam,

I am writing to formally request access to all records and documents pertaining to my child, {child\_name}, in accordance with the Youth Protection Act and the Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information.

I am specifically requesting the following records:

1. All assessment and investigation reports

2. All service plans or plans of care

3. All visit reports and case notes

4. All medical and psychological reports

5. Transcripts of interviews with my child

6. All court reports and judicial decisions

7. Any correspondence regarding my child

8. {{additional\_records}}

Time period covered: {{timeframe}}

This request is made pursuant to my right of access to information as a parent, as defined by law. I understand that certain information may be redacted to protect third-party confidentiality, as provided for in the Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information.

I request that these records be provided to me in {{format\_requested}} form (paper copies or electronic format).

## AUTHORIZATION:

I, {{parent\_name}}, authorize the release of the above-mentioned records concerning {{child\_name}}.

In accordance with the statutory requirements, I expect a response to this request within 30 days of receipt.

Thank you for your attention to this request. Please do not hesitate to contact me if you require any additional information to process this request.

Sincerely,

{{parent\_name}}

Phone: {{parent\_phone}}

Email: {{parent\_email}}