

[Date]

New York State Office of Children and Family Services
Child Abuse and Maltreatment Register
P.O. Box 4480
Albany, New York 12204-0480

Re: Case ID:
Child's name and DOB:
Parent's name and DOB:

To Whom It May Concern:

I am requesting a copy of all of records and information regarding all reports in my name that are maintained by the Child Abuse and Maltreatment Register, pursuant to SSL § 422 (7). Please send copies of the records request to my attention at [your address].

I also request, pursuant to Social Services Law § 422(8), that, if I am the subject of an indicated report of suspected child abuse or maltreatment, OCFS conduct an administrative review and determine the report should be amended to unfounded and legally sealed.

ACS filed a petition in [New York/Queens] County Family Court regarding the same allegations that are made in the report [dated DATE]. That petition, docketed under [docket number] is still pending. As a result, under Social Services Law § 422(8)(a)(ii), my request to amend the report should be stayed until the disposition of the family court proceeding.

I look forward to your agency's response and would be happy to provide additional information if that would be helpful. I can be reached at [your phone number].

Sincerely,

(Signature)

(Name)

(Address)

(Address)

(Phone Number)

(Email)