

[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 that OCFS conduct an administrative review and determine the report should be amended to unfounded and legally sealed.

ACS filed a petition in family court regarding the same allegations that are made in the report [dated DATE]. That petition was (dismissed/withdrawn by ACS with prejudice) on [DATE]. I have attached a copy of the order dismissing the case. As a result, under Social Services Law § 422(8)(b)(ii), there is an irrebuttable presumption that the allegations are not supported by a fair preponderance of the evidence and, therefore, the report must be amended to unfounded and sealed.

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)