

RECORDS RECALL REQUEST

The following data must be as complete as possible in order to locate **closed records other than Child Welfare and Adoption files**. List the DCFS shipment number and State Records Center box number. Submit or E-mail this form to: DCFS Records Manager, Office of General Services, DCFS, 406 East Monroe Street, Springfield IL 62701-1498, FAX # 217-557-2851 or E-mail: DCFS.recordsmanager@illinois.gov. **USE THE CFS 834-B TO REQUEST CHILD WELFARE AND ADOPTION RECORDS.**

Type of Record File _____
Name of Record _____
DCFS Shipment No. _____
Records Center Box No. _____
Region/Field/Central _____

Date Closed _____
Record will be Returned
 Reopened

Type of Record File _____
Name of Record _____
DCFS Shipment No. _____
Records Center Box No. _____
Region/Field/Central _____

Date Closed _____
Record will be Reopened
 Returned

Type of Record File _____
Name of Record _____
DCFS Shipment No. _____
Records Center Box No. _____
Region/Field/Central _____

Date Closed _____
Record will be Reopened
 Returned

Type of Record File _____
Name of Record _____
DCFS Shipment No. _____
Records Center Box No. _____
Region/Field/Central _____

Date Closed _____
Record will be Reopened
 Returned

MAILING LABEL – MUST COMPLETE

SHIP TO:
Name _____
Office _____
Address _____

Zip Code _____

Requestor's Name Required

Phone # _____ E-Mail Address _____

Region/Field

By sending this request, I acknowledge that I will adhere to the confidentially provisions of the Department's administrative rules on confidentially (89 Illinois Administrative Code 431), the corresponding DCFS procedures and applicable statutes. I understand Illinois law provides that it is a crime to permit, assist or encourage the unauthorized release of information contained in the requested records.