

**FEDERAL AGENCY REQUEST FOR JUVENILE RECORD INFORMATION  
AND CHARACTER REFERENCES (e.g. MILITARY RECRUITER, DEPARTMENT OF  
DEFENSE, AND JOB CORPS)**

- AUTHORITY:** Rule 5.552 (Confidentiality of Records) of the 2016 California Rules of Court  
Welfare and Institutions Code (WIC) Sections 781, 827, 827.9, 828, and 831
- RESCINDS:** Procedure Manual Item 1-1-118, dated 06/16/17
- FORMS:** Proof of Service-Request for Disclosure (JV-569)  
Request for Disclosure of Juvenile Case File (JV-570)  
Notice of Request for Disclosure of Juvenile Case File (JV-571)  
Objection to Release of Juvenile Case File (JV-572)
- PURPOSE:** To provide guidelines for the response to official record checks and character reference requests submitted by federal agencies.

I. GENERAL INFORMATION

Prior to California Assembly Bill 899, the Probation Department would release juvenile record information to representatives from federal agencies, including United States Armed Forces recruiters, Department of Defense investigators, and Job Corps officials.

On September 4, 2015, California Assembly Bill 899 was approved by Governor Jerry Brown. The bill added Section 831 to the Welfare and Institutions Code (WIC), which states that juvenile information shall remain confidential. It specifies that "juvenile information" includes the juvenile case file and any information related to the juvenile. It forbids disclosure or dissemination of juvenile information, including the juvenile's immigration status, to federal officials absent a court order of the judge of the juvenile court upon filing a petition.

II. PROCEDURE

- A. In compliance with California Assembly Bill 899 and 831 WIC, the Probation Department will no longer provide juvenile information **or records** to federal officials without a court order of the judge of the juvenile court. As such, when requests are received from federal officials (including in-person, phone, mail, email, etc.), the receiving party shall advise them of the following:
1. In order to obtain the requested information, the **requestor (petitioner)** must file a petition pursuant to Section 827(a, 1, P) WIC. Specifically, the petitioner must complete a JV-570 package, which includes four **(4)** judicial forms (JV-569, JV-570, JV-571, and JV-572).
    - a. These forms can be accessed via [OC Court forms](#) (L0452: Packet-Request for Order to Inspect Juvenile Case File) or they can be picked up at the Lamoreaux Justice Center, 341 The City Drive,

Orange, CA 92868 (Room 207 – Juvenile Records Window).

- B. To initiate the process, the petitioner must petition the court for authorization using the above-referenced forms.
- C. The specific records sought must be identified based on knowledge, information, and belief that such records exist and are relevant to the purpose for which they are being sought.
- D. Petitioner must describe in detail the reasons the records are being sought, and their relevancy to the proceeding or purpose for which they wish to inspect/obtain the records.
- E. At least ten (10) days before the petition is submitted to the court, the petitioner must personally or by first-class mail serve Request for Disclosure of Juvenile Case File (JV-570), Notice of Request for Disclosure of Juvenile Case File (JV-571), and a blank copy of Objection to Release of Juvenile Case File (form JV-572) to the Probation Department Custodian of Records.
- F. The petitioner must complete a Proof of Service-Request for Disclosure (JV-569) and file it with the court.
- G. These requests take approximately **ten (10)** to **twelve (12)** weeks to process. However, if the **petitioner** needs it to be expedited, they need to complete section 7 of the JV-570 form, which requires them to indicate the reason for the expedite request and if they wish to disseminate the records they are requesting.
- H. If the **judge** grants the 827 petition, **juvenile court** will contact the Probation Department Custodian of Records to finalize the process.

**REFERENCES:**

Procedure:	1-1-101	Access to and Release of Criminal Offender Record Information (CORI)
	2-5-008	Local and Out-of-Town Inquiries (OTI) – Juvenile
Policy:	A-8	Telephone Calls, Voice/Electronic Mail and Correspondence
	A-9	Requests for Information and Assistance (Except Media Requests; See A-10)
	B-1	Case Confidentiality – Client's Right to Privacy
	B-2	Inter and Intra-Agency Confidentiality
	E-12	Resolving Problems in Probationer's Employment Status

R. Westman

**APPROVED BY:**