



TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

2515 South Congress Avenue | Austin, Texas 78704
Phone: (512) 854-7000

Cory J. Burgess
Chief Juvenile Probation Officer

Request for Juvenile Court Records

Juvenile court records are confidential by law and may only be released with authorization from the juvenile or as allowed under Texas Family Code Sections 58.007 and 58.0052. Identifying which records you are seeking by providing specific details about how you will use these records will assist the Department in reviewing your request and determining whether release of the records is allowable.

Date of Request (Today's Date): ___/___/___ Juvenile's Date of Birth: ___/___/___

Juvenile's First, Middle & Last Name: _____

I am requesting the following records: I would like to receive the records ___by mail ___email ___in person.

___ Referral History Including Outcomes

___ Juvenile Court Order Copy (please specify): _____

___ Other (please specify): _____

Reason for request: _____

Requestor's Relationship to Juvenile: Parent: ___ Legal Representative: ___ JPO: ___ Other (Explain): _____

Requestor's Organization/Title: _____

Requestor's Address: _____ City: _____ State: _____ Zip: _____ County: _____

Requestor's Phone Number: (____) ____ - _____ Alternate Phone Number: (____) ____ - _____

Requestor's E-mail Address: _____

Note: If a current release authorization exists, please provide a copy. Please also attach copy of Requestor's I.D. All of the above information is required for this application to be reviewed.

The documents you have requested may include Protected Health Information and require your Agreement to comply with the confidentiality of records requirements under the Health Insurance Portability and Accountability Act (HIPAA) (45 U.S.C. §1301 et seq.) and Texas Health and Safety Code Chapter 181 prior to disclosure. The information you requested may also contain Substance Use Disorder records, for which disclosure (and re-disclosure) is governed by 42 C.F.R. Part 2. This Agreement also provides that you will abide by the confidentiality and re-disclosure requirements of 42 C.F.R. Part 2, and all other applicable laws.

Upon receipt of your signed Agreement, in compliance with the above request, the Travis County Juvenile Probation Department will provide the requested records if possible under law.

AGREEMENT

You agree that any medical, mental health or intellectual/developmental disability information received pursuant to this request will not be used or disclosed except to the extent that the use or disclosure is consistent with the authorized purpose for which you first obtained the information. In the event you decide or are compelled by law to release any of the records provided to you under this Agreement, including in any other forum (or in any form), legal proceedings other than as expressed in the request or to the public, you will provide notice to the Travis County Juvenile Probation Department prior to release.

The information disclosed to you may include records protected by federal confidentiality rules (42 C.F.R. Part 2). The federal rules prohibit you from making any further disclosure of information in this record that identifies an individual as having or having had a Substance Use Disorder either directly, by reference to publicly available information, or through verification of such identification by another person unless further disclosure is expressly permitted by the written consent of the individual whose information is being disclosed or as otherwise permitted by 42 C.F.R. Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The federal rules restrict use of the information to investigate or prosecute any individual with a Substance Use Disorder, except as provided at 42 C.F.R. §§2.12(c)(5) and 2.65.

Please acknowledge your understanding of and consent to this Agreement by your signature below.

SIGNATURE: _____ PRINTED NAME: _____

For Travis County Staff Use Only: Rec'd date: ___/___/___ Juvenile's PID# _____ Juvenile's JV# _____