

**Psychiatric/Psychological Records
Sample Letter**

Re: State of Ohio v.

Dear Madam/Sir:

Please be advised that _____ is representing _____ in the above referenced matter. The information requested herein is necessary for a detailed social history to be completed on his behalf.

In an effort to properly represent Mr. _____, we are requesting that you provide us with any and all of his psychiatric/psychological records. These records should include, but are not limited to:

- Date(s) of evaluation;
- Tests or assessment tools administered;
- Interview reports;
- Case notes;
- Collateral information used, i.e., medical reports, school records, interviews with friends and/or family, etc.;
- Diagnosis;
- Prognosis;
- Recommendation for treatment and/or placement;
- Any other records.

To assist you in locating these records, Mr. _____ birth date is _____ and his social security number is _____.

It is our understanding that _____

In addition to our records request stated above, please indicate the name of your agency's custodian of records, as it may be necessary to have the authenticity of the documents verified. **Please certify the records.**

An authorization for release of all such records is enclosed for your files. Thank you for your assistance.

Please mail and/or fax this information to my attention.

Sincerely,

Enclosure