



Alaska Department of Health  
Division of Public Assistance

## Request for Case File Records

The Division of Public Assistance (DPA) will release documents from a case file to the client or their authorized representative within five (5) days from receiving a formal request. Electronic data from a case record may also be requested. Some confidential material may not be released and must be redacted from a case file before it is made available (e.g. fraud referrals from the public, adoption materials, etc.). This is supported by Administrative Procedures Manual Section 100-3; State Regulations at 7 AAC 49; and Alaska Statute 47.05.020.

There is no charge for up to twenty-five (25) pages and a ten cent (\$0.10) fee for each additional page (26 +). If you would like over twenty-five (25) pages of case records, please be prepared to make a check payable to: The State of Alaska.

I would like copies of the following documents:

1. \_\_\_\_\_ #of copies \_\_\_\_ 2. \_\_\_\_\_ # of copies \_\_\_\_

3. \_\_\_\_\_ #of copies \_\_\_\_ 4. \_\_\_\_\_ # of copies \_\_\_\_

5. I would like copies of any information about: \_\_\_\_\_  
\_\_\_\_\_ #of copies \_\_\_\_

I would like copies of the entire case file (circle one)    Yes                      No

I would like to receive copies via (circle one):                      Mail                      Pick-Up

\_\_\_\_\_  
Printed Name of Client or Authorized Representative

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Client or Authorized Representative's Signature

\_\_\_\_\_  
Date