

**ADULT PROTECTIVE SERVICES (APS) RECORDS REQUEST FORM****Please accept this form as an official request for:**APS document (*specify date/nature*) \_\_\_\_\_

Complete APS Case Record for the following individual:

Name of Vulnerable Adult/APS Client: \_\_\_\_\_ APS Number: \_\_\_\_\_

Address (*No., Street*): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Date of Birth of Vulnerable Adult/APS Client: \_\_\_\_\_

APS Case Dates (*approximate*): \_\_\_\_\_Requestor's Name: \_\_\_\_\_ Requestor's Title (*if applicable*): \_\_\_\_\_Requestor's Agency/Organization (*if applicable*): \_\_\_\_\_Requestor's Address (*No., Street*): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Vulnerable Adult/APS Client: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

*All APS records requests require a signature.*

Please include any related documents that support your request. Examples of documents that you may want to include with your requests include:

- *Letters of Appointment of Guardianship or Conservator*
- *Letters of Appointment of Personal Representative*
- *Authorization to Release Non-HIPAA Information*

**Record Requests can be sent by email, mail, or fax:****Email:** [PublicRecordsRequest@azdes.gov](mailto:PublicRecordsRequest@azdes.gov)**Mail:** Arizona Department of Economic Security  
Attn: APS Custodian of Records  
P.O. Box 6123 Mail Drop 1292  
Phoenix, AZ 85005**Fax:** (602) 542-6000

A.R.S. § 46-460 is the guiding authority for the confidentiality of APS records. All information that is gathered or created by APS and that is contained in an APS record is considered confidential and may not be released except as specified by A.R.S. § 46-460. An individual must meet the statutory criteria outlined in A.R.S. §46-460 to be eligible to receive APS records.

Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for further information about this policy, contact the Division of Aging and Adult Services at 602-542-4446; TTY/TDD Services 7-1-1 • Disponible en español en línea o en la oficina local