

January 21, 2026

Dear : .

On , the **County Office** received your request for the correction or expungement (removal) of information in report number from the Central Abuse Registry. After reviewing your request and the report, this office has determined that:

- The original information and findings for report number will remain as currently written. However, a copy of your request letter will be placed in the case file.
- To make the correction(s) you requested. An addendum (addition) to the report showing the change will be sent to you and to all other subjects (the parent, guardian or custodian; the child; and alleged abuser).

If you are not satisfied with this decision, you may request an administrative hearing. To make this request, send a written and signed statement of the reasons you disagree with the report **within six months** of the date of the Notice of Child Abuse Assessment. The date of the Notice of Child Abuse Assessment was .

The Appeals Bureau address is:

Iowa Department of Health and Human Services
Appeals Bureau
321 E 12th Street 4TH FLOOR
Des Moines, Iowa 50319-0114

Appeals may also be submitted at appeals@hhs.iowa.gov or by fax at (515) 564-4044

If you need additional information about the request for an administrative hearing, please contact me.

Sincerely,

Child Protective Supervisor
(County or Service Area designee)

cc: Case file
470-3395 (Rev. 01/26)