

## SOCIAL SERVICES RECORDS REQUEST

Legal basis of request	<p><b>Act on the Openness of Government Activities (621/1999), sections 11–12.</b> A petitioner, an appellant, and any other person whose right, interest or obligation is concerned in a matter (a party) shall have the right of access, to be granted by the authority which is considering or has considered the matter, to the contents also of a document which is not in the public domain, if the document may influence or may have influenced the consideration of their matter. Unless otherwise provided in an Act, every individual has the right of access to information contained in an official document and pertaining to themselves, subject to the restrictions provided in section 11, subsections 2 and 3.</p> <p><b>Note:</b> If you are requesting the social services records of multiple people, such as children, fill in <b>an individual form for each person</b>. To request medical records, use the separate medical records request form.</p>		
Client's details	Full name (include any previous names)	Personal identity code	
	Address (street name, apartment no., postal code, city)	Telephone number	
Legal guardian or trustee's details	Full name	Personal identity code	
	Address (street name, apartment no., postal code, city)	Telephone number	
	<p>A legal guardian or trustee must present a power of attorney in proof of their right to request the medical records of another person.</p> <p><input type="checkbox"/> <b>Power of attorney or mandate for guardianship / care attached</b></p> <p>Pohde retains the right to request further proof of identity if needed, and to verify the guardianship of minors with the Finnish Digital and Population Data Services Agency (DVV). <b>Children over the age of 12 years are required to sign the social services records request themselves.</b></p>		
Municipal social services centre from which the records are requested	<input type="checkbox"/> Alavieska <input type="checkbox"/> Haapajärvi <input type="checkbox"/> Haapavesi <input type="checkbox"/> Hailuoto <input type="checkbox"/> Ii <input type="checkbox"/> Kalajoki <input type="checkbox"/> Kempele <input type="checkbox"/> Kuusamo <input type="checkbox"/> Kärsämäki <input type="checkbox"/> Liminka	<input type="checkbox"/> Lumijoki <input type="checkbox"/> Merijärvi <input type="checkbox"/> Muhos <input type="checkbox"/> Nivala <input type="checkbox"/> Oulainen <input type="checkbox"/> Oulu <input type="checkbox"/> Pudasjärvi <input type="checkbox"/> Pyhäjoki <input type="checkbox"/> Pyhäjärvi <input type="checkbox"/> Pyhäntä	<input type="checkbox"/> Raahe <input type="checkbox"/> Reisjärvi <input type="checkbox"/> Sievi <input type="checkbox"/> Siikajoki <input type="checkbox"/> Siikalatva <input type="checkbox"/> Taivalkoski <input type="checkbox"/> Tyrnävä <input type="checkbox"/> Utajärvi <input type="checkbox"/> Vaala <input type="checkbox"/> Ylivieska

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Social services concerning which records are requested	<p><b>Families and children</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Initial assessment</li> <li><input type="checkbox"/> Upbringing and family counselling (Family Counselling Centre)</li> <li><input type="checkbox"/> Children's homes</li> <li><input type="checkbox"/> Child welfare</li> <li><input type="checkbox"/> Informal care</li> <li><input type="checkbox"/> Student welfare and school social worker services</li> <li><input type="checkbox"/> Family care and substitute care</li> <li><input type="checkbox"/> Family rehabilitation</li> <li><input type="checkbox"/> Family law services</li> <li><input type="checkbox"/> Family social work</li> <li><input type="checkbox"/> Family work and home services for families with children</li> <li><input type="checkbox"/> Emergency social and crisis services</li> </ul>	<p><b>Services for adults</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Social services for adults</li> <li><input type="checkbox"/> Services provided to the home</li> <li><input type="checkbox"/> Integration support services</li> <li><input type="checkbox"/> Social services for young people</li> <li><input type="checkbox"/> Informal care</li> <li><input type="checkbox"/> Housing services for mental health and substance abuse clients</li> <li><input type="checkbox"/> Substance abuse and addiction services</li> <li><input type="checkbox"/> Daytime and work activities</li> <li><input type="checkbox"/> Emergency social and crisis services</li> <li><input type="checkbox"/> Aftercare for clients of age</li> </ul>	<p><b>Elderly care services</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Age Centre</li> <li><input type="checkbox"/> Rehabilitation units</li> <li><input type="checkbox"/> Services provided to the home</li> <li><input type="checkbox"/> Informal care</li> <li><input type="checkbox"/> Emergency social and crisis services</li> <li><input type="checkbox"/> Security Alert Centre</li> <li><input type="checkbox"/> Communal housing</li> <li><input type="checkbox"/> Round-the-clock housing</li> </ul> <p><b>Disability services</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Housing services</li> <li><input type="checkbox"/> Services delivered at the home</li> <li><input type="checkbox"/> Informal care</li> <li><input type="checkbox"/> OYS Konsti</li> <li><input type="checkbox"/> Daytime and work activities</li> <li><input type="checkbox"/> Emergency social and crisis services</li> <li><input type="checkbox"/> Social work and decision-making</li> </ul>
Specific records requested	<b>Date or time of records</b> , e.g. the years 2024–2025		
	<b>Additional details</b>		
	<b>The purpose or use for the requested documents</b>		
Date and signature	<p><b>Date</b> <span style="float: right;"><b>Signature and name in print</b></span></p>		
<p><b>Power of attorney</b></p> <p><i>(Must be filled in when requesting documents of a dependant or a minor aged 12 years or over)</i></p>	<p><b>I authorize the person stated below to request my social services records:</b></p> <p>* Must be filled in case of a minor aged <b>over 12 years old</b>.</p>		
	<b>Date</b>	<b>Signature and name in print</b> (minor over the age of 12 y signs themselves)	

## SOCIAL SERVICES RECORDS REQUEST

You can request copies of your social services records free of charge once per year. If you request the same records multiple times a year, a per-page fee will be charged, more information <https://pohde.fi/meilla-asiakkaana/potilastietojen-ja-sosiaalihuollon-asiakastietojen-pyytaminen/>. Return this form to [arkisto@pohde.fi](mailto:arkisto@pohde.fi) using a secure or encrypted email; you can use the free Pohde secure email service at <https://turvaposti.pohde.fi/>. Make sure that the **original signatures are visible** on the form; take a photo or scan the signed form, then attach it to the email. Qualified eSignatures are also accepted (must contain official time and date stamps). If your request for copies of social services records is declined, you will be issued a certificate of refusal, in which the reason for the refusal will be explained and instructions on how to appeal the decision provided.

**Return address:**

[arkisto@pohde.fi](mailto:arkisto@pohde.fi)

Pohde

Archive and Registry Unit/Archive

P.O. Box 10

90029 POHDE

tel. 08 315 6126

**In-person service:**

Pohde

Kirjaamo / Registry

Technopolis, Kiviharjunlenkki 1 C, ground floor

90220 Oulu

Open Mon–Fri 9:00 to 15:00