

## How to get copy of a state hearing tape?

**DSS POLICY:** DSS will provide a copy of the hearing tape free of charge once the hearing decision has been released.

DSS requests that claimants and their authorized representatives write to:

DSS, SHD  
State Hearings Support Section  
• P.O. box 944243, M.S. 9-17-37 • Sacramento, • CA 95814

or

Email it to: [SHDRecordsProcessing@dss.ca.gov](mailto:SHDRecordsProcessing@dss.ca.gov)

The request for a hearing tape must include the following information:

Name of the Claimant \_\_\_\_\_

State Hearing # \_\_\_\_\_

Date of the Hearing \_\_\_\_\_

Name of the Judge \_\_\_\_\_

### Requestor information if different than the claimant

Name \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Date: \_\_\_\_\_

Requestor Signature \_\_\_\_\_

FOR ASSISTANCE CONTACT CCWRO @  
1111 Howe Avenue, Suite 635, Sacramento, CA 95825  
Tel. 916-736-0616

Email: [kevin.aslanian@ccwro.org](mailto:kevin.aslanian@ccwro.org)