

## SAFELY SURRENDERED BABY REPORT TO THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

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### INSTRUCTIONS:

The county child welfare services agency is required to immediately notify the California Department of Social Services (CDSS) of each child surrendered under the Safely Surrendered Baby (SSB) Law (Health and Safety Code § 1255.7) upon taking temporary custody of the child. **No personal identifying information regarding the parent or individual who surrendered the baby should be included on this form.**

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### PART A: SURRENDERED CHILD INFORMATION

Please complete the fields below with the requested information regarding the baby who has been safely surrendered.

Please enter the requested information exactly as it appears in the Child Welfare Services Case Management System (CWS/CMS) – **this should be a non-identifying pseudonym** – such as “Baby Boy Doe” or “Safe Surrender 123456.”

Gender:       Male       Female

\_\_\_\_\_  
Child's first name (as it appears in CWS/CMS)

\_\_\_\_\_  
Child's last name (as it appears in CWS/CMS)

\_\_\_\_\_  
Ethnicity

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Referral Number

\_\_\_\_\_  
County in which Referral was opened

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### PART B: COUNTY CONTACT INFORMATION

Please provide county CWS staff contact information in the event CDSS needs to clarify information regarding the safely surrendered baby:

\_\_\_\_\_  
Name of person reporting SSB

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Date of Submission

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**Please save as PDF file format and send via SECURE e-mail to: [ssb@dss.ca.gov](mailto:ssb@dss.ca.gov)**

Confidential data supplied by the county to CDSS shall be encrypted in storage and in transmission, using non-proprietary, secure, generally-available encryption software. Proprietary encryption algorithms shall not be acceptable. Passwords or biometrics used for user authentication shall be encrypted using data encryption standard, or better, one-way only encryption. Data encryption shall meet the National Institute of Standards and Technology Advanced Encryption. Data encryption shall equal or exceed 128-bit key encryption.