

REQUIREMENT TO SERVE (SEND DOCUMENTS TO) SF HSA

When you petition to be the guardian of the person of a minor, the law requires you to notify the county's designated social services agency. It is your responsibility to properly notify the social services agency so that they can conduct the required background screenings on adults who have frequent contact with the child.

In San Francisco County, the San Francisco Department of Human Services Agency ["SF HSA"] is the designated agency.

If you have filed a Petition for Appointment of Guardianship of the Person or Person and Estate, you must file the most recent versions of the below documents:

- Petition for Appointment of Guardian of the Person [GC-210 or GC-210(P)], Guardianship Petition-Child Information Attachment [GC-210(CA)], and ICWA Attachment [ICWA-010(A)]
- Declaration Under Uniform Child Custody Jurisdiction Act form (UCCJEA) [GC-120(A)]
- Confidential Guardian Screening Form [GC-212]
- Confidential Declaration of Proposed Guardian form [PRB-PGN-001]

Blank copies of all forms are available online at the websites for the [San Francisco Superior Court](#) and the [Judicial Council of California](#).

After your documents are filed, you must send a file-stamped copy of every document that is noted above to:

SF HSA Non-Court Unit (NCFM) H160
Supervisor LILY YEE
P.O. Box 7988
San Francisco, CA 94120

If the person who wants to be the child's guardian is not related to the child, the [California Department of Social Services](#) must be notified. The server must mail a file-stamped copy of the Petition for Appointment of Guardian form to the Department of Social Services and file proof of service.

Department of Social Services, Director of Social Services
744 P Street
Sacramento, CA 95814

Please send the paperwork as soon as possible after opening your guardianship case. HSA requires at least 30 days to return a background screening.

PROOF OF SERVICE: After sending the paperwork as required, you must prove to the court that you sent the documents by filling out the Notice of Hearing – Guardianship or Conservatorship form [GC-020] and filing the completed form in your court case. On the Notice of Hearing form, the proof of service on page 2 must be completed and signed by someone other than you.

Please see [How to Become a Guardian](#) at the website for the Judicial Council of California for more information: <https://selfhelp.courts.ca.gov/guardianship/process>

Please see Probate Code section 1516(a) and San Francisco Local Rule 14.46(A)(2) for reference.