



pennsylvania
JUVENILE COURT JUDGES' COMMISSION

**Juvenile Court Judges' Commission (JCJC) and
the Center for Juvenile Justice Training and Research (CJJT&R)
Data Request Form**

Please complete this Data Request Form and submit it to ra-oajcjcddata@pa.gov. If you have any questions regarding the completion of the form, please email the same address or call 717.787.6910. All fields are required (as indicated by the *). Within two business days, a staff member will contact you to confirm receipt of your form.

Today's Date*:

Proposed Project Title*:

Agency / Organization*:

Contact Name and Title*:

Phone Number*:

E-mail*:

Requester Type*:

Please Note: Unless your request is for statewide aggregated data, authorization for JCJC to release such records must be obtained from each Chief Juvenile Probation Officer and/or Juvenile Court Judge from the county in which the records will be retrieved. It is the responsibility of the Requester to obtain such authorization from the respective counties. For more information, please review the [Policies and Procedures of the Pennsylvania Juvenile Court Judges' Commission for the Release of Juvenile Data from the Pennsylvania Juvenile Case Management System](#), available at www.jcjc.pa.gov.

Are you requesting county-level or disaggregated data?*

**If yes, have you contacted the county representative(s)
to obtain authorization for JCJC to release the
requested records?***

Purpose of Request*

Please describe why you are requesting this data and how it will be used. When applicable, please include the research questions for your project and your plans for dissemination upon completion of the project.

Specific Data Request/Description*

Please provide a detailed description of the data requested, including any selection criteria (e.g., all justice-involved youth with a referral in 2013; justice-involved youth with a case closed in 2010).

Preferred Completion Date*

Please understand we will make every effort to accommodate this request, but we cannot guarantee the data can be provided to you by this date.

Please Note: it is typically a 4-6 week turnaround period for data to be released.

IRB Approval*

Has an IRB reviewed this project yet? (Please select one)

Yes, I have already received IRB approval and will submit it as part of this request.

No, but I have already applied for IRB review.

No, I have not initiated the process for IRB review yet.

No, my data request does not require IRB review.

I am not sure if I need IRB review for this project.

Please Note: Unless your request is for aggregated statewide data, IRB review must occur before JCJC will release any juvenile records.

Statement of Data Use

Please Note: it is strictly prohibited to use data provided by the Juvenile Court Judges’ Commission for investigations of specific youth. It is also strictly prohibited to use the data for any reason other than that outlined in this request, without express written authorization from the Juvenile Court Judges’ Commission. Please check the box below to indicate that you understand this restriction.

I understand and will comply with the Juvenile Court Judges’ Commission’s policy that any data provided to me cannot be used for investigations of specific youth or for any other reason other than that outlined in this request.

Signature* _____ Date* ____

Please attach all additional documentation you have that will help support your data request. This would include, for example, IRB documentation, a full research proposal, an abstract/proposed research design and methodology, an outline of data storage and management techniques, or proposed confidentiality techniques.