GUIDE TO SUSPECTED CHILD ABUSE REPORTING

1. **NOTIFY** law enforcement **IMMEDIATELY** if the child is suspected to be in imminent danger.

2. **CALL** the 24-hour Child Protection Hotline at **1 (800) 540-4000** as soon as possible to make the verbal report to the Department of Child and Family Services (DCFS).
   - You will be given a **REFERRAL NUMBER**, which is also the Case Number.

3. **COMPLETE** the Suspected Child Abuse Report (SCAR) form SS8572 **within 36 hours** and **submit to DCFS** via ONE of the following ways:
   - **Mail:** Department of Child and Family Services (DCFS)
     1933 S. Broadway Avenue, 5th Floor, Los Angeles, CA 90007
   - **Fax:** 1 (213) 745-1727 or (213) 745-1728
   - **Online:**
     1. [dcfs.lacounty.gov](http://dcfs.lacounty.gov)
     2. On the left-hand side, under RESOURCES, click on “For Mandated Reporters Only (Complete your Mandated Report Online)”
     3. Enter the REFERRAL NUMBER and proceed

   *Keep a copy for yourself, and a copy to mail to local law enforcement.*

4. **MAIL** (or **FAX** if available) a copy of the completed **Suspected Child Abuse Report** to the jurisdictional law enforcement agency.
Notify Law Enforcement if a Child is in Immediate Danger

Call 1 800 540-4000 As Soon as Possible to make a VERBAL Report to DCFS

Complete The WRITTEN Report and submit to DCFS within 36 hours by: Mail, FAX, or Online

Mail A Copy of the Report to the Jurisdictional Law Enforcement Agency