

## Release of Forensic Photographs

The Custodian of Forensic Photographs will receive a faxed subpoena from the Medical Record Custodian and the subpoena will have a stamp of approval by Health Information Management (HIM) ““APPROVED BY HIM” before the Forensic photographs can be released to the requesting party.

- Only one copy of the original photos will be sent to the requesting party.
- A Release of Forensic Photographs affidavit is completed by the Custodian of Forensic Photographs and notarized.
- The photographs are then released to the requesting party.

### **Texas Department of Family and Protective Services (DFPS)**

1. DFPS will complete the “Texas Department of Family Protective Service AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION” form.
2. The Forensic Record and/or Forensic Photographs are then released to DFPS.
3. No genital photographs will be released to DFPS. If a specific request is made for genital photographs UTMB Legal Affairs will be consulted.

### **Law Enforcement**

1. The Law Enforcement Agent will complete the “LAW ENFORCEMENT REQUEST FOR RECORDS” form.
2. The Forensic Record and/or Forensic Photographs are then released to Law Enforcement.
3. No genital photographs will be released to Law Enforcement. If a specific request is made for genital photographs UTMB Legal Affairs will be consulted.