

State of California  
Department of Health Care Services \ Department of Public Health  
Central Warehouse Facility  
1037 No. Market Blvd. Suite 9  
Sacramento, CA 95834  
916-928-9203 \ 916-928-1326 Fax

Due to changes regulated to us in auditing procedures prescribed by the State of California, we are only able to process requests for orders, which are submitted to us either by fax or delivered by the United States Postal Service (USPS), on our approved order form.

Requests for these order forms **MUST** be on your letterhead, including your fax number, and submitted via USPS mail or by fax to the warehouse. Phone requests for order forms **will not be accepted**. Upon receipt of your request, we will send to you via fax, a faxable Warehouse Order Form (DHCS 2031) with instructions.

All orders must be submitted on this form. In the upper right hand corner there is a control number. You must have this number when calling to inquire about your order status. This number is the only way your order is tracked through the order system. All control numbers are good for a single, **ONE TIME USE ONLY**; please **do not duplicate** order forms. **DO NOT reuse old order forms.**

## **WE DO NOT BACK ORDER OUT OF STOCK ITEMS**

All orders placed without a valid or readable control number or a duplicate control number will not be honored. The DHS Warehouse will not be responsible for any orders attempting to be placed in this manner.

Currently we are taking \_\_\_\_\_ to \_\_\_\_\_ weeks to process orders once we receive them.

Items number for some of the most requested publications and forms are:

DHCS 6170	Pas\Pasaar Screening Document
MC 3020	Transmittal Form
PM 284	Sterilization Consent Form (Non Federal)
PM 330	Sterilization Consent Form
Pub 306	Gynecological Cancer, What Women Need to Know – <b>“INTERNET DOWNLOAD ONLY”</b>
Pub 353	Permanent Birth Control for Women (Old Sterilization booklet)
Pub 354	Permanent Birth Control for Women – Spanish
Pub 355	Permanent Birth Control for Men (Old Vasectomy booklet)
Pub 356	Permanent Birth Control for Men - Spanish

The DHCS 2031 must be filled out as completely as possible. Any orders for items that are not recognizable will be cancelled. Item quantities may be limited by the various programs. Shipped quantities may vary from quantity ordered. Items ordered that are stocked and shipped by third party vendors will also be cancelled. Some of those parties may include but not be limited to:

Electronic Data Systems (EDS), 1-800-541-5555 or Fax 1-888-723-3667

**Presumptive Eligibility, (PE Forms) 1-800-824-0088 VM, or Fax 1-800-409-1488**

Office of State Publishing, <http://www.osp.dgs.ca.gov/StandardForms/Default.htm>

DHCS On-Line, <http://www.dhs.ca.gov/publications/forms/allonelist.htm>

DHCS Office of Women’s Health, Pub 306 - 309, <http://www.dhcs.ca.gov/services/owh/pages/gcip.aspx>

CDSS On-Line, [http://www.dss.cahwnet.gov/cdssweb/On-lineFor\\_271.htm](http://www.dss.cahwnet.gov/cdssweb/On-lineFor_271.htm)