



GENERAL ORDER

DMV Confidentiality of Home Address

Purpose and Scope

This order establishes guidelines for requesting confidentiality of an eligible employee's home address on record with the California Department of Motor Vehicles (DMV).

Affected Personnel

See eligibility below

Effective Date

November 10, 2016

I. Eligibility

- A. Specified persons may request confidentiality of his/her home address on record with the Department of Motor Vehicles, including:
1. An active or retired peace officer;
 2. A non-sworn dispatcher;
 3. A non-peace officer employee of the Youth Detention Facility who submits verification that, in the normal course of his/her employment, he/she controls or supervises residents or is required to have a resident in his/her care or custody; and
 4. The spouse or child of a person listed above, regardless of the spouse's or child's place of residence.
- B. The person requesting confidentiality for his/her spouse or child listed above shall declare, at the time of the request for confidentiality, whether the spouse or child has been convicted of a crime and is on active parole or probation.

II. Initial DMV Confidentiality Request

- A. Employee Responsibilities
1. Obtain a DMV Confidentiality Request Form (INV 32) from the Administrative Services Division, Live Scan Clerk;
 2. Accurately complete and sign the DMV Confidentiality Request Form; and
 3. Submit the Form to his/her immediate supervisor for verification/approval.

B. Supervisor Responsibilities

1. Review the INV 32 form for completeness and eligibility of the employee and any dependents listed; and
2. Sign and forward the INV 32 form to the Live Scan Clerk for processing.

C. Live Scan Clerk Responsibilities

1. Review the INV 32 form to ensure all required sections are completed;
2. Obtain the requesting employee's hire date from Personnel Services, complete an *Agency Verification of Employee Eligibility for Confidentiality* form and submit with the white original INV 32 to DMV;
3. Retain the yellow copy of the INV 32; and
4. Update the internal DMV Log with employee's information.

III. Updates to DMV Confidentiality Status

- A. A new INV 32 and Agency Verification of Employee Eligibility for Confidentiality must be completed and processed when any of the following changes occur:
1. Adding/deleting spouse/registered domestic partner or child;
 2. Adding a vehicle;
 3. Change in the legal or registered owner status on registration title; or
 4. Transferring a personalized license plate from one vehicle to another.
- B. No notification to DMV is required when a vehicle with confidentiality has been sold. Upon transfer into the new owner's name, the confidential status of the vehicle will automatically be deleted.

IV. Term of DMV Confidentiality

- A. An employee and qualifying family members may retain the confidentiality of a home address for three years following the employee's separation from employment unless the separation was the result of a conviction of a criminal offense.
1. A retired peace officer may request permanent confidentiality of his/her home address at the end of the three year period.
 2. The home address of a surviving spouse or child of a peace officer shall remain confidential for three years following the death of the officer.
 3. Deletions of confidentiality prior to three years following separation from employment will only be processed by the DMV upon receipt of a written request from the original qualifying employee.
- B. Upon separation from employment, the Live Scan Clerk will forward the yellow copy of the employee's INV 32 to the DMV, indicating the reason for deletion of confidentiality, and update the internal DMV log accordingly.

