

# **Request for Confidential Address**

## **(Pursuant to NRS 250.140, NRS 247.540 and NRS 293.908)**

**CV – 4**

### **When to use this packet:**

- You are a resident of Washoe County.
- You meet the requirements of NRS 250.140, NRS 247.540, and NRS 293.908.
- You wish to have your personal information kept confidential.

### **Who to contact if you have a question** *(Court staff cannot provide legal advice):*

Law Library: 775-328-3250

Resource Center: 775-325-6731

Online Live Chat: [www.washoecourts.com](http://www.washoecourts.com) *(bottom left-hand corner of website)*

### **Step 1** – Complete the Following Documents:

1. *Declaration of Petitioner*
  - a. Attach a copy of your work identification or credentials as Exhibit 1.
2. *Order Granting Request for Confidentiality* (Exhibit 2)
  - a. You will leave the Judge’s signature line blank. This will be signed and dated by the Court at the time the Order is granted.

### **Step 2** – File the Documents

The documents may be dropped off at the Resource Center located at 1 S. Sierra Street, Reno, Nevada, 3<sup>rd</sup> Floor, Monday – Friday, 8 a.m. to 4 p.m., or emailed to [Resourcecenter@washoecourts.us](mailto:Resourcecenter@washoecourts.us).

### **Step 3** – Provide copies of your order to:

1. County Recorder
2. County Assessor
3. Nevada Secretary of State or a county or city clerk
4. DMV if you would like to display an alternate address on your driver’s license, commercial driver’s license or identification card.

The penalty for willfully making a false statement under penalty of perjury is a minimum of 1 year, and a maximum of 4 years in prison, in addition to a fine of not more than \$5,000.00.

NRS § 199.145.

1 Code: 3370

2 Name: \_\_\_\_\_

3 Address: \_\_\_\_\_

4 Phone: \_\_\_\_\_

5 Email: \_\_\_\_\_

6 Self-Represented Litigant

7  
8 IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
9 IN AND FOR THE COUNTY OF WASHOE

10  
11 IN THE MATTER OF A DECLARATION  
12 FOR PERSONAL INFORMATION TO  
13 REMAIN CONFIDENTIAL.

14 \_\_\_\_\_ Case No. \_\_\_\_\_  
15 \_\_\_\_\_ Dept. No. \_\_\_\_\_

16  
17 DECLARATION OF PETITIONER

18 I (*print your name*), \_\_\_\_\_, Petitioner, declare under penalty of  
19 perjury, the following:

- 20 1. I am over the age of eighteen and competent to testify of my own knowledge to the following.
- 21 2. I am a resident of Nevada.
- 22 3. I am a qualified person listed in NRS 247.540, 250.140, and 293.908 to have my personal  
23 information maintained by the offices of the County Recorder, County Assessor, Secretary of  
24 State, or a county or city clerk in a confidential manner. Specifically, I am ( *check one*):
- 25  A justice or judge in this State.
- 26  A senior justice or senior judge in this State.
- 27  A court-appointed master in this State.
- 28  A clerk of a court, court administrator or court executive officer in this State.
- A county or city clerk or registrar of voters charged with the powers and duties relating to  
elections and any deputy appointed such county or city clerk or registrar of voters in the  
elections division of the county or city.

- A district attorney or attorney employed by the district attorney who as part of his or her normal job responsibilities prosecutes persons for crimes that are punishable as category A felonies or domestic violence.
- A state or county public defender who as part of his or her normal job responsibilities defends persons for crimes that are punishable as category A felonies or domestic violence.
- A person employed by the Office of the Attorney General who prosecutes or defends actions on behalf of the State of Nevada or any agency in the Executive Department of the State Government.
- A person, including without limitation, a social worker, employed by this State or a political subdivision of this State who as part of his or her normal job responsibilities interacts with the public and performs tasks related to child welfare services or child protective services or tasks that expose the person to comparable dangers.
- A county manager in this State.
- An inspector, officer or investigator employed by this State or a political subdivision of this State designated by his or her employer who possesses specialized training in code enforcement, who as part of his or her normal job responsibilities, interacts with the public and whose primary duties are the performance of tasks related to code enforcement.
- The spouse, domestic partner or minor child of a person described above.
- The surviving spouse, domestic partner or minor child of a person described above, who was killed in the performance of his or her duties.

4. The reason I am requesting confidentiality is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. I have attached a true and correct copy of my credentials.

6. Confidentiality should attach to the following items of personal information:

1 Address: \_\_\_\_\_

2 Parcel number: \_\_\_\_\_

3 Recorded document number(s): \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 Telephone numbers: \_\_\_\_\_

7 Email address: \_\_\_\_\_

8  
9 This document does not contain the personal information of any person as defined by NRS  
10 603A.040.

11 I declare under penalty of perjury under the law of the State of Nevada that the foregoing is  
12 true and correct.

13 DATED this (*day*) \_\_\_\_\_ day of (*month*) \_\_\_\_\_, 20\_\_\_\_.

14  
15 Submitted By: (*Your signature*) \_\_\_\_\_

16 (*Print your name*) \_\_\_\_\_

**INDEX OF EXHIBITS**

**Exhibit Number** \_\_\_\_\_ **Number of Pages** \_\_\_\_\_

**Exhibit Description** \_\_\_\_\_

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# **Exhibit Cover Page**

**EXHIBIT NUMBER \_\_\_\_\_**

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IN THE SECOND JUDICIAL DISTRICT COURT FOR THE STATE OF NEVADA  
IN AND FOR THE COUNTY OF WASHOE

IN THE MATTER OF:

Case No.

Department No.: 6

Petitioner,

**ORDER GRANTING REQUEST FOR CONFIDENTIALITY  
PURSUANT TO NRS 250.130, NRS 247.530, and NRS 293.906**

Whereas, \_\_\_\_\_, (Petitioner) has filed a Declaration with this Court in compliance with the requirements of Nevada Revised Statutes (NRS) 247.530, 250.130 and 293.906;

Whereas, the Declaration establishes that Petitioner is a person entitled to request that personal information be kept confidential under NRS 247.540, 250.140, and 293.908;

Whereas, this Court finds Petitioner has stated sufficient justification for the request for confidentiality, and;

Whereas, Petitioner has sufficiently described the pieces of personal information for which Petitioner is seeking confidentiality and has identified such items of personal information as follows:

Address: \_\_\_\_\_

Parcel number: \_\_\_\_\_

Recorded document number(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

and;



1           Whereas, this Court believes it is fully informed of the premises and of the facts and  
2 circumstances of this case.

3           IT IS HEREBY ORDERED that the Washoe County Assessor shall keep confidential and  
4 shall not disclose the Petitioner's personal information as described above, except as otherwise  
5 authorized by NRS Chapter 250.

6           IT IS FURTHER ORDERED that the Washoe County Recorder shall keep confidential  
7 and shall not disclose the Petitioner's personal information as described above, except as otherwise  
8 authorized by NRS Chapter 247.

9           IT IS FURTHER ORDERED that the Secretary of State, Washoe County Clerk, City of  
10 Reno Clerk, and City of Sparks Clerk shall keep as confidential the personal information as  
11 described above, except as otherwise authorized by NRS Chapter 293.

12           IT IS FURTHER ORDERED that the Department of Motor Vehicles shall allow Petitioner  
13 to display an alternate address other than Petitioner's principal residence on Petitioner's driver's  
14 license, commercial driver's license or identification card.

15           IT IS FURTHER ORDERED that this Order shall remain in effect until further order of  
16 this Court, the real property is sold or conveyed, or if Petitioner signs a written consent, made  
17 under oath, with any agency identified in this order to disclose the confidential information.

18           IT IS FURTHER ORDERED that upon evidence sufficient to the Washoe County  
19 Assessor, Washoe County Recorder, Secretary of State, City of Reno Clerk, and/or the City of  
20 Sparks Clerk that the real and/or personal property subject to this Order has been conveyed from  
21 a person herein named in this Order, the agency may without further order of this Court terminate  
22 the non-disclosure of confidential information as delineated herein.

23           IT IS HEREBY FURTHER ORDERED that this Order shall be sealed and access will not  
24 be allowed to anyone without a court order.

25           Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

26  
27  
28  
\_\_\_\_\_  
CHIEF DISTRICT JUDGE