

Requests for Confidential Address

Qualifying Under NRS 250.140, NRS 247.540 and NRS 293.908

When to use this packet:

- You are a resident of Washoe County.
- You meet one of the statutory requirements listed above.
- You wish for your personal information to remain confidential.

Who to contact if you need help *(Court staff cannot provide legal advice):*

Civil Department: 775.353.7600, Option #3

Second Judicial Law Library: 775.328.3250

Live Online Chat: <https://www.washoecounty.gov/sjc/index.php> *(bottom right corner of website)*

Step 1 – Complete the following Documents:

- Affidavit for Personal Information to Remain Confidential.
 - Attach a copy of your Nevada Driver’s License and your work identification or credentials.
 - The Affidavit requires your signature to be notarized/verified. This may be done prior to your submission to the Court or you sign in front of a Court Clerk when you bring it in for submission.
 - For the Recorder Affidavit only, you must attach a copy of all document numbers containing personal information you wish to be kept confidential as an exhibit. *(Document numbers can be obtained by contacting the Washoe County Recorder’s Office.)*

- Order Granting Affidavit.
 - Add Affiant’s name to the caption.
 - Leave the date and Judge’s signature line blank. The Court will fill this out at the time the Order is granted.
 - For the Recorder Order only, you must attach a copy of all document numbers containing personal information you wish to be kept confidential as an exhibit. *(Document numbers can be obtained by contacting the Washoe County Recorder’s Office.)*

Step 2 – Submission of Affidavit and Order to the Court *(must be completed in person):*

Bring completed Affidavit and Order (without signature) to the Civil Counter at Sparks Justice Court located at 1675 E. Prater Way, Suite 107, Sparks, Nevada during regular business hours. You will be contacted by the Court when the Certified Copy of your Order is ready to be picked up.

Step 3 – Provide a Certified Copy of your Order to:

- Washoe County Assessor’s Office;
- Washoe County Recorder’s Office;
- Nevada Secretary of State, County Clerk, or City Clerk.

The penalty for willfully making a false statement under the penalty of perjury is a minimum of 1 year and a maximum of 4 years in prison. In addition, the Court may impose a fine of not more than \$5,000.

NRS § 199.145

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IN THE JUSTICE COURT OF SPARKS TOWNSHIP
COUNTY OF WASHOE, STATE OF NEVADA

IN THE MATTER OF AN AFFIDAVIT FOR
PERSONAL INFORMATION MAINTAINED
BY THE WASHOE COUNTY **RECORDER**
TO REMAIN CONFIDENTIAL

AFFIDAVIT OF _____

I, _____, being first duly sworn and under penalty
of perjury, do hereby depose and say:

1. I am over the age of 18 and competent to testify of my own knowledge to the following.
2. I am a resident of Nevada.
3. I am a qualified person pursuant to NRS 247.540:
 - A. _____ Any justice or judge in this State.
 - B. _____ Any senior justice or senior judge in this State.
 - C. _____ Any court-appointed master in this State.
 - D. _____ Any clerk of a court, court administrator or court executive officer in this State.
 - E. _____ Any county or city clerk or registrar of voters charged with the powers and duties relating to elections and any deputy appointed by such county or city clerk or registrar of voters in the elections division of the county or city.
 - F. _____ Any 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.

1 G. _____ Any state or county public defender who as part of his or her normal job
2 responsibilities defends persons for crimes that are punishable as Category
3 A Felonies or domestic violence.

4 H. _____ Any person employed by the Office of the Attorney General who
5 prosecutes or defends actions on behalf of the State of Nevada or any
6 agency in the Executive Department of the State Government.

7 I. _____ Any person, including without limitation, a social worker, employed by
8 this State or a political subdivision of this State who as part of his or her
9 normal job responsibilities interacts with the public and performs tasks
10 related to child welfare services or child protective services or tasks that
11 expose the person to comparable dangers.

12 J. _____ Any county manager in this State.

13 K. _____ Any inspector, officer or investigator employed by this State or a political
14 subdivision of this State designated by his or her employer as defined
15 under NRS 247.540(k).

16 L. _____ The spouse, domestic partner or minor child of a person described in
17 paragraphs (A) to (K), inclusive.

18 M. _____ The surviving spouse, domestic partner or minor child of a person
19 described in paragraphs (A) to (K), inclusive, who was killed in the
20 performance of his or her duties.

21 N. _____ Any person for whom a fictitious address has been issued pursuant
22 to NRS 217.462 to 217.471, inclusive.

23 O. _____ Any nonprofit entity in this State that maintains a confidential location for
24 the purpose of providing shelter to victims of domestic violence.

25 4. Reason for the request for confidentiality:

26 _____
27 _____
28 _____

1 5. The home address of the affiant, the home address of the spouse, domestic partner, or
2 minor child of the person, and any telephone number or electronic email address (not
3 including an assessor's parcel number "APN"):

4 _____
5 _____
6 _____

7 6. The document numbers of all records that contain confidential information are attached
8 as Exhibit "1."

9 *Affirmation pursuant to NRS 239B.030:* The undersigned does hereby affirm that the
10 preceding document does not contain the social security number of any person.

11 STATE OF NEVADA)
12) ss.
13 COUNTY OF WASHOE)

14 I swear under penalty of perjury that the foregoing is true and correct.

15 Executed this ____ day of _____ 20__.

16 Signature:

17 Print name: _____

18 Address: _____

19 City, State, Zip: _____

20 Signed and sworn to before me on this ____ day of _____ 20__ by

21 _____.

22 _____
23 (Signature of Notarial Officer or Court Clerk)

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27 (Notary Stamp if applicable)

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EXHIBIT “1”

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IN THE JUSTICE COURT OF SPARKS TOWNSHIP
COUNTY OF WASHOE, STATE OF NEVADA

IN THE MATTER OF AN AFFIDAVIT FOR
PERSONAL INFORMATION MAINTAINED
BY THE WASHOE COUNTY **RECORDER**
TO REMAIN CONFIDENTIAL REGARDING

_____,
AFFIANT.

ORDER

Petitioner has filed an affidavit with this court in compliance with the requirements of NRS 245.500 to 245.600;

Petitioner’s affidavit establishes that they are a person who qualifies for confidentiality within the definitions set forth in NRS 247.540;

Petitioner’s affidavit further establishes that they are authorized by NRS 247.540 specifically and NRS 247.500 et seq. generally, to request that their personal information contained in the records of the Washoe County Recorder be kept confidential; and

Good cause appearing, this Court believes it is fully informed of the premises and of the facts and circumstances of this matter.

Now, therefore, it is hereby ordered, adjudged, and decreed in accordance with NRS 247.530 et seq. that Petitioner’s personal information, set forth in Exhibit “1,” contained in the records of the Washoe County Recorder be kept confidential by the Washoe County Recorder and Petitioner’s confidential information may only be disclosed as provided in NRS 239.0115 or 247.560.

IT IS SO ORDERED.

Dated this ____ day of _____ 20__.

Justice of the Peace

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EXHIBIT “1”

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