

# 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 ASSESSOR  
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 250.140:
  - 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 peace officer or retired peace officer.
  - G. \_\_\_\_\_ Any prosecutor.
  - H. \_\_\_\_\_ Any state or county public defender.

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- I. \_\_\_\_\_ Any person employed by the Office of the Attorney General who prosecutes or defense actions on behalf of the State of Nevada or any agency in the Executive Department of the State Government.
- J. \_\_\_\_\_ Any 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.
- K. \_\_\_\_\_ Any county manager in this State.
- L. \_\_\_\_\_ Any 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, interacts with the public and whose primary duties are the performance of tasks related to code enforcement.
- M. \_\_\_\_\_ The spouse, domestic partner or minor child of a person described in paragraphs (A) to (L), inclusive.
- N. \_\_\_\_\_ The surviving spouse, domestic partner or minor child of a person described in paragraphs (A) to (L), inclusive, who was killed in the performance of his or her duties.
- O. \_\_\_\_\_ Any person for whom a fictitious address has been issued pursuant to NRS 217.462 to 217.471, inclusive.
- P. \_\_\_\_\_ Any nonprofit entity in this State that maintains a confidential location for the purpose of providing shelter to victims of domestic violence may request that the personal information described in subsection 4 of NRS 250.120 that is contained in the records of a county assessor be kept confidential.

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1 4. Reason for the request for confidentiality:

2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_

5 5. The home address of the affiant, the home address of the spouse, domestic partner, or  
6 minor child of the person, and any telephone number or electronic email address (not  
7 including an assessor’s parcel number “APN”):

8 \_\_\_\_\_  
9 \_\_\_\_\_  
10 \_\_\_\_\_  
11 \_\_\_\_\_

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

14 STATE OF NEVADA )  
15 ) ss.  
16 COUNTY OF WASHOE )

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

18 Executed this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

19 Signature:

20 Print name: \_\_\_\_\_

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

22 City, State, Zip: \_\_\_\_\_

23 Signed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ by

24 \_\_\_\_\_.

25 \_\_\_\_\_  
26 (Signature of Notarial Officer or Court Clerk)

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28 (Notary Stamp if applicable)

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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 ASSESSOR  
TO REMAIN CONFIDENTIAL REGARDING

\_\_\_\_\_  
AFFIANT.

**ORDER**

Petitioner has filed an affidavit with this court in compliance with the requirements of NRS 250.130;

Petitioner’s affidavit establishes that they are a person who qualifies for confidentiality within the definitions set forth in NRS 250.140;

Petitioner’s affidavit further establishes that they are authorized by NRS 250.140 specifically and NRS 250.100 et seq. generally, to request that their personal information contained in the records of the Washoe County Assessor 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 250.100 et seq. that Petitioner’s personal information contained in the records of the Washoe County Assessor be kept confidential by the Washoe County Assessor and Petitioner’s confidential information may only be disclosed as provided in NRS 239.0115, 250.087, 250.160, or 250.180.

IT IS SO ORDERED.

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

\_\_\_\_\_  
Justice of the Peace